

EMPLOYMENT OPPORTUNITY



Project Manager

ARCHER CRM is now hiring for a Project Manager based at our Fort St John office. This position requires exceptional focus, problem solving, communication, attention to detail, and time management. A suitable candidate must have a high degree of self-discipline and an ability to communicate effectively and respectfully.

Job description

Primary Responsibility: To act as Handler in the delivery of services provided by ARCHER Cultural Resource Management Corp. to Clients of the company and Third Parties. Duties include, but are not limited to:

- Identifying and meeting Client requirements for projects with respect to budgets, scheduling, deliverables, and communication;
- Ensuring that the ARCHER CRM team of technical specialists meet the Contract/Project requirements;
- Proficiency in recognizing and drawing on the knowledge and experience of senior members of project teams and logistical resources to bring projects to successful completion;
- Compilation and distribution of project information to Clients, Third Parties, and the project team;
- Develop and submit proposals for external competitions;
- Follow and meet or exceed ARCHER CRM's Quality Management System.

Preference given to those with the following skills/experience:

- Demonstrated ability to work both independently and in a team environment;
- Demonstrated ability to problem solve in a fast paced environment, while maintaining an attention to detail;
- Demonstrated ability to maintain a high level of organization;
- Possesses excellent interpersonal and communication skills;
- Demonstrated ability to handle confidential information in a professional manner;
- The use of networked computers in a Microsoft Windows-based environment;
- Experience with Project Management software;
- Awareness of regulatory environments.

Requirements:

- A bachelor or higher graduate degree in Biology, Forestry, Engineering, Geology, Hydrogeology, or related Environmental Sciences, or equivalent work experience;
- Recognized training in Project Management and employee relations;
- Hold a professional designation in accordance with degree and/or experience;
- Minimum ten (10) years' experience, of which a minimum of two years was spent in a Project Management role or accredited Project Manager coursework;
- Valid Class 5 BC Driver's License;
- Canadian Citizen, or legally eligible to work in Canada;
- The ability to travel to different ARCHER CRM office locations, as required.

Remuneration:

- This is a full-time, salary-based position. Salary range is \$90,000 to \$140,000 *per annum* commensurate with demonstrated experience.

No telephone inquiries.

Questions & expressions of interest are to be forwarded to jobs at (@) archercrm dot ca , or by fax to 1.250.261.5474.

Please note that resumes with references provided will be examined first to expedite hiring.