



JOB POSTING

Position: Assistant Project Coordinator
Company: Miller-LLFN GP Inc.
Work Location: Reconstruction of Highway 11 From Geraldton to Longlac, ON.
Reporting to: Superintendent
Start Date: May 10th 2021

QUALIFICATIONS:

- Must be a registered First Nation member or non-member spouse of Long Lake #58 First Nation
- Must have good oral and written communication skills.
- Must comply with non-disclosure practices regarding confidential information.
- Must be able available for travel on short notice and work long hours during the construction season.
- Must be a creative out-of-the-box thinker and effective at problem solving.
- Must be able to handle high pressure situations.
- Must be proficient with Microsoft Office applications (Word, Excel, Outlook, etc).
- Must have a valid class G driver's license and access to a reliable vehicle.
- Have a High School Diploma or GED high school equivalency certification would be considered an asset.
- Have post-secondary education in civil engineering or technology (preferred) or business administration considered an asset.
- Accounting experience would be considered an asset.
- Project coordination experience would be considered an asset.
- Ministry of Transportation (MTO) experience would be considered an asset.

RESPONSIBILITIES:

- Adhere to strict safety Policies and Procedures inclusive of latest COVID-19 protocols.
- Be the point-of-contact for Long Lake #58 First Nation (LL#58FN) employee's inquiries.
- Responsible for the administration of contracts and contractual obligations.
- Facilitate daily timesheets entry and payroll submission to LL#58FN finance department on a bi-weekly basis, with accompanying timesheets.
- Work with LL#58FN finance department to ensure project accounting is accurate and timely.
- Complete project cost tracking and scheduling.
- Assist LL#58FN's Human Resources Department with onboarding of employees and completion of hiring packages.
- Adhere to Miller Policies and Procedures.
- Administrative duties such as letter writing, note taking, and preparing purchase orders.

Please note: Long Lake #58 First Nation/Miller has an accommodation process in place and provides accommodation for candidates with disabilities. If you require a specific accommodation because of a disability or a medical need, please advise us when you submit your application. You may also email a request for accommodation to hr@millergroup.ca. Please be sure to list 'Accommodation Needed' in the subject line so we can properly handle your request.

- Assist with maintenance of project records and preparation of reports, spreadsheets, health & safety documents, and project closeouts, if required.
- Attend meetings related to the project.
- Other duties as assigned.

Interested internal candidates are requested to forward a resume to:

Ted Muise, Human Resources Manager

Email: ted.muise@longlake58fn.ca

Fax: (807) 876-2757.

*We would like to thank all applicants; however only those selected for an interview will be contacted.
Preference to registered Long Lake #58 First Nation applicants for Long Lake #58 First Nation / Miller Partnership employment opportunities*