



Sub office (Frenchman's Head)
P.O. Box 100, Hudson, Ontario P0V 1X0
Telephone: (807) 582-3503
Fax: (807) 582-3449

No. 28 (Kejick Bay)
General delivery, Lac Seul, Ontario P0V 2A0
Telephone: (807) 582-3211
Fax: (807) 582-3493

Sub office (Whitefish Bay)
General delivery, Lac Seul, Ontario P0V 2A0
Telephone: (807) 582-3228
Fax: (807) 582-3839

EMPLOYMENT OPPORTUNITY

CAPITAL PROJECTS ASSISTANT

Summary:

The Capital Projects Coordinator will oversee the projects within the Capital Projects & Planning Department and will partner with the Economic Development and Public Works Departments. The Capital Projects Coordinator will be the primary point person responsible for planning, executing, and delivering contracted projects on time, within budget and in accordance with specifications. The Capital Projects Coordinator will define project requirements and scope, acquire project resources, and supervise the efforts of the Project Team Members.

Job Duties:

- Highly effective negotiation, diplomatic, and conflict resolution skills
- Understanding of Health and Safety Regulations
- Ability to interpret and implement organizational policies and procedures
- High level of sound and independent judgement and reasoning
- Manage project activities throughout the lifecycle, including the allocation of adequate resources, scheduling, documentation, budgeting, and other factors. necessary for successful implementation of all project plans.
- Manage trade contractor site meetings, invoices, and control documents process.
- Conduct cost-benefit analyses, risk analyses, and ROI calculations to determine project feasibility.
- Produce regular reports (status, escalation, etc.) on the progress of projects; deliver these reports during regular stakeholder meetings.
- Conduct stakeholder meetings and forums to solicit feedback, input, and expectations; incorporate these into project plans.
- Conduct periodic on-site observation of work during construction to monitor compliance with project goals.
- Establish and deliver mechanisms for tracking project progress and reporting to stakeholders via formal communication plan.

- Closely monitor the efforts and billing of third-party workers, such as contractors, consultants, and other specialists.
- Conduct project postmortems to identify areas for improvement; make recommendations based on findings.

Qualifications:

- Project Management Experience 2 or more years
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills.
- Strong working knowledge of Microsoft Office
- Understanding fundamentals of contracts and experience in managing contractors under the terms of a contract.
- Must have a valid Social Insurance Number and legally entitled to work in Canada under relevant legislation

LSFN offers great competitive wages, vacation, additional time off during Christmas Break and March Break, as well as great benefits

Location: Frenchman's Head, ON
Term: Full-time
Rate: **\$26.21** **Based on Qualifications and Experience*
Hours: 8:30 a.m. – 4:30 p.m., 35hrs/week
Closing: **Open Until Filled**

Please submit a cover letter along with a resume, and written permission for LSFN Human Resources to contact two employment references, (most recent supervisors) must be provided. Applications can be mailed, faxed, emailed, or delivered to:	Lac Seul First Nation Frenchman's Head Band Office Attention: C/o HR Dept. P.O. Box 100 Hudson, ON. P0V 1X0 Fax #: (807) 582-3585 Email: resumes@lacseulfn.org
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Lac Seul First Nation requires Criminal Reference Checks for those offered positions. We thank all applicants, however, only those being offered an interview will be contacted.

Preferential Hiring Policy: Lac Seul First Nation band members will be given priority for hiring, followed by indigenous persons who are non-LSFN band members. Where there are no suitably qualified indigenous persons available for a position, the most suitably qualified non-indigenous candidate will be hired.