

# NIIWIN GENERAL PARTNERSHIP INC

## JOB POSTING

<b>POSITION:</b>	<b>PROJECT MANAGER</b>
<b>LOCATION:</b>	<b>TIMMINS, ON</b>
<b>START DATE:</b>	<b>IMMEDIETLY</b>
<b>EMPLOYMENT TYPE:</b>	<b>FULLTIME – PERMANENT</b>
<b>COMPENSATION:</b>	<b>SALARY</b>

## JOB DESCRIPTION

The Project Manager position will be reporting directly to the General Manager. The Project Manager is an integral member of the team responsible for delivering programs and projects of varying size and complexity, with a primary responsibility to oversee the execution and ultimately the completion of projects. This role will participate in program and project planning, scheduling, organizing, and controlling delivery activities, and ongoing governance and reporting activities.

## SUMMARY OF POSITION

<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Engage in business development activities to grow Niiwin GP Inc.</li><li>• Achieving project targets and exceeding customer and company expectations.</li><li>• Maintaining compliance with contracts and overseeing the change control process for respective projects.</li><li>• Define project scope, goals, and deliverables that support business objectives.</li><li>• Facilitating contract life cycle management, from planning to execution and closing out of contracts.</li><li>• Participating in meetings to stay informed of project changes and preparing/reviewing meeting minutes.</li><li>• Ensuring the project team understands and utilizes contracts properly.</li><li>• Correspond with subcontractors and internal staff daily.</li><li>• Maintain a healthy and safe work environment by enforcing procedures and standards and complying with legal regulations.</li><li>• Consult effectively with Project Team.</li><li>• Supervise daily activities to ensure project targets are being met and quantified.</li><li>• Cost and revenue tracking.</li></ul>
<b>REQUIREMENTS:</b>	<ul style="list-style-type: none"><li>• Designation as a Project Manager Professional (PMP) is desirable.</li><li>• Formal Project Manager experience is mandatory.</li><li>• Strong knowledge in Microsoft Office and SharePoint.</li><li>• Experience in the industrial/mining industry mandatory.</li><li>• Minimum five (5) years experience as a Construction Supervisor or a Project Manager.</li></ul>

**SEND RESUMES TO [HUMANRESOURCES@NIIWIN.COM](mailto:HUMANRESOURCES@NIIWIN.COM)**

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	<ul style="list-style-type: none"><li>• A university degree or diploma in engineering, construction management, project management, or an equivalent combination of education and experience.</li></ul>
<b>KNOWLEDGE AND SKILLS:</b>	<ul style="list-style-type: none"><li>• Must perform their tasks with a high level of accuracy and precision. The individual must be highly organized and detail-oriented, in addition to being able to work collaboratively with other departments. They must possess the following qualifications:</li><li>• Strong interpersonal skills with the ability to follow through and complete overlapping projects.</li><li>• Exceptional organizational, time management, and prioritizing skills.</li><li>• Strong problem identification and resolution skills, with the ability to interpret and implement company policies and procedures.</li><li>• Excellent and effective communication skills, both verbal and written.</li><li>• Wages commensurate with experience.</li></ul>
<b>OTHER:</b>	<p>Niiwin offers a competitive wage package, along with excellent health benefits and pension opportunities. Our commitment to employees extends to include employer paid benefits, including our Employee Assistance Program, among other perks.</p>

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