



Project Controls Specialist

Your role

Project Control Activities

- Manage a full project control cycle throughout the execution of projects which include cost & schedules.
- Setting up projects/mandates, monitoring budgets in the Oracle project management-based system against project contractual agreements.
- Ensure correct calculations of the original budget based on the proposal.
- Keeps track of hours, expenses, costs, and budget updates.
- Participating in regular meetings with project managers and other stakeholders (internal and external) to ensure the progress of the project and the achievement of project objectives and results.
- Ensure follow-up of scope changes and coordination with the project control team.
- Manage/validate cost allocations related to the purchase of goods and services through the procurement process, including the follow-up of the project progress with discipline managers, cost and schedule controls.

Scheduling Activities

- Assist Project Management team by serving as the owner of project schedules and coordinating all inputs, reviews and updates required for the development and implementation of project schedules.
- Collaborate with all the project stakeholders in establishing and maintaining resource loaded baseline schedules that meet the needs of, and are used by the project team.
- Sequence all related Engineering tasks and deliverables to the completion of the project including all phases of engineering, procurement, and construction.
- Review vendor, sub-consultant and contractor schedule submittals and incorporate them into the project schedules.
- Ensure that the project schedules are updated regularly with progress achieved and make changes to the sequence and duration of activities where appropriate.
- Perform Earned value analysis to identify divergences from the project plan as established in the baseline schedule to the project team, as well as coordinate with Project Controls Lead and Project Management for periodic project control reporting deliverables.
- Perform the required planning for the next phase of the project and adhere to the client's progression activities and processes, including implementation and tracking of all project changes in the schedules.

About you

- Technical degree or equivalent in the related field such as Engineering, Construction or Project Management with 3-5 years of relevant experience in an engineering or construction environment.
- Knowledge of scheduling software (Primavera P6 and MS Project) and highly proficient in Excel.
- Strong analytical and problem-solving skills.
- Proven ability to multi-task with demonstrated ability to work independently or as part of a team.
- We are looking for candidates who are flexible to work in different time zone like UK/Canada/USA based on the project requirements.
- Proven ability to understand, multi-discipline levels of project planning, scope, schedule, work breakdown structures, cost breakdown structures, including revenue, cost and profit analysis and budget variance reporting.
- Knowledgeable of project control systems – budget setup, forecasting, resourcing, planning, baselines. Project Management / Cost Management / Project Controls accreditation e.g. PMI, AACE, APM, RICS is an asset.
- Strong oral and written communication skills in both French and English. A minimum B2 level (DELF) in French is required; C1 proficiency is an advantage.
- Proven ability to identify project trends - interrogate, report on, and provide recovery recommendations for the status of the project.