



# huuayaht

ANCIENT SPIRIT, MODERN MIND

**Full Time Position:** Project Manager Assistant – 37.5 hours per week

**Location:** Anacla/Port Alberni Government Offices with commuter truck

**Hourly:** Salary is based on education and experience

**Authority Relationship:** Reports to the Project Manager

**Position Overview:** The Project Manager Assistant provides support to the Project Manager by assisting with project activities related to any and all projects. The position's main duties are to ensure the continuity and efficiency of each project from start to finish through clear communication to all parties involved. The Project Manager Assistant handles multiple projects within a fast-paced environment and is open to constant changes and challenges. The ideal candidate will be highly organized and able to manage multiple tasks.

### **Key Accountabilities:**

- Assist and support the Project Manager.
- Maintaining confidentiality and neutrality at all times.
- Promoting a performance-focused environment in alignment with the HFN's values, culture, and business goals.
- Ensure quality control of project deliverables

### **Job Duties:**

- Assist in the Coordination of project schedules, resources, equipment, and information.
- Assist in development and implementation of asset management systems.
- Assist manager with but not limited to preparation of proposals, advancing projects through the concept, design, and construction phases, working with existing clients, and developing new clients.
- Assisting Manager to ensure projects are on time and on budget
- Assisting to Identify and define project requirements, scope and objectives, create documents as required to support the development and execution of the project
- Assist in development for request for quotes and request for proposals processes
- Assist in or as directed process invoices; coordination with accounts payable to ensure all vendors receive payment
- Assist Project Manager to ensure contracts, contribution agreements, programs and services are properly administered and reported upon
- As directed, the assistant will take part in the planning and implementing all phases of construction including arranging for site preparation and blueprint development, ordering materials, tools, and equipment, arranging delivery of goods
- Create reports and updates on projects
- Assist with Quality control and progress inspections
- Schedule and keep record of the maintenance of government owned assets
- Coordinate the purchase of materials as directed
- Assist with the preparation and interpretation of flowcharts, schedules and step-by-step action plans, and construction drawings
- Ongoing communication, written and verbal, with consultants, contractors, suppliers & regulatory organizations



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## **Operational Requirements:**

- Willingness and ability to work after office hours in the evenings, as required.
- Excellent Oral and written communication skills
- Solid organizational skills, including multitasking and time-management
- Familiarity with risk management and quality assurance controls

## **Education and Experience Requirements:**

- Grade 12 and Post-Secondary in required field an asset
- Proven work experience in the field of construction or coordination, or Minimum 2 years' experience in a similar role
- Experience in project coordination, from conception to delivery, will be an asset.
- Excellent skillset in communication with clients and external vendors and teamwork skills
- Willing to complete and submit on an annual basis, or as required, a Criminal Records Check and drivers abstract
- Must be reliable, diligent, and accountable for time and actions on the job
- Valid B.C. Driver's Licence as well as driver's abstract

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [HR@huuayaht.org](mailto:HR@huuayaht.org) by fax 250-728-1222 or mail att: Human Resources Manager, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Project Manager Assistant Posting. Closing date for this position is March 17, 2021 at 4:00 pm.



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**Vision** - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. Iisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality and economy flourish for all.*

**Mission** - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

## HUU-AY-AHT FIRST NATIONS VALUES

### PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

### RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- Iisaak
- Observe protocol and ceremony

### HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

### EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

### Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

### SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other