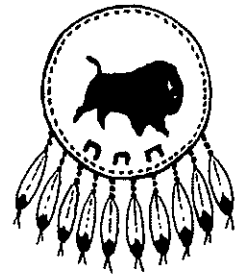


Piikani Nation Administration

P.O. BOX 70, Brocket, Alberta T0K 0H0 Phone: (403) 965-3940 Facsimile: (403) 965-2214



Position: Housing Renovation Coordinator

Job Summary:

- Build scopes of work, do tender calls and track tender documents and pricing
- Initiate purchase orders for materials and equipment
- Negotiate and /or assist in the awarding of supplier/trades contracts
- Review vendor invoicing for consistency with purchase orders and/or contracts
- Assist in managing the pricing of upgrades and extras
- Assist in the monitoring of actual, versus planned project performance
- Managing multiple varied sized renovation projects
- Plan overall construction projects: new home and residential renovation
- Design resource and budget requirements, cost estimates, and timelines
- Any other task as required

Qualifications and Experience:

- Minimum three years renovation construction experience
- Minimum two years project management
- Experience and knowledge of the renovation construction tendering process
- Excellent organizational and time management skills
- Intermediate level experience with Microsoft Office applications and project software
- Excellent oral and written communication skills
- Organizational skills are required to deal with multiple projects simultaneously
- Strong problem solving and analytical skills, extensive knowledge of project management process and have the ability to work under time constraints and adapt to change
- Working within a team environment
- Advanced communication and interpersonal skills with customers and sub-contractors
- Quick learner, self-motivated team player with high energy and passion for succeeding
- Journeyman credentials or 3rd or 4th year apprentice preferred
- Flexible with work hours
- Class 5 Drivers License
- Knowledge of the Blackfoot Culture and Language essential

Job Type: Full-time- Term One Year

Deadline: April 13, 2018 @ 4:00pm

Please submit Resume, Cover Letter, Criminal Record Check and three references to:

Piikani Nation Human Resources

Email: HR@piikanation.com, fax (403)965-2214, or drop off at Administration

Phone: 403-965-3940

Only qualified applicants will be contacted for an interview.