

Project Controls/Cost Controller

Plan Group is currently looking to grow our project team with the addition of a Project Controls/Cost Controller located in Calgary, Alberta.

As Project Controls/Cost Controller you will provide project management, contractual and financial support and coordination to multiple, complex technical projects. You will be responsible for leading teams in cost forecasting and control and scheduling techniques and analysis related to large and complex projects.

To truly excel in this role you must have the ability to develop solid relationships and effectively communicate with both internal and external clients to positively influence others and drive for results.

You are comfortable working in a fast paced environment, can proactively multi-task and manage multiple priorities. You have a high attention to detail, exhibit strong organizational skills and strong technical and analytical skills.

As **Project Controls/ Cost Controller** you will be asked to do the following:

- Lead budget development, progress measurement, cost forecasting and preparing monthly internal and client cost reports on large to complex size projects.
- Apply advanced cost estimating methodologies for each cost element / WBS, and estimate the man hours, material costs, and other project costs.
- Reconcile actual costs against project forecast and budget.
- Prepare and maintain project schedule using current project systems tool (such as Primavera)
- Interface, as needed with client representatives to communicate and receive schedule update information. Prepare and lead others in completing weekly and monthly progress reports.
- Prepare and lead others in completing project cost reports including budgets, actuals and forecast of remaining costs.
- Responsible for completing and overseeing the completion of project change order procedure and log. Prepare various spreadsheet reports for project management.
- Prepare internal cost reports for management on a monthly basis.
- Other duties as assigned.

Qualifications

- Bachelor's Degree in, Construction Management, Engineering, or Accounting/ Finance or related fields is preferred.
- Certified Project Management Professional (PMP) preferred
- 10 + years progressive responsibility in project controls, construction management or related function.
- 5 or more years' experience working within the engineering and construction services industry.
- Proficiency in use of MS Office and accounting software

PLAN GROUP INC.

We are Plan Group (www.plan-group.com), Canada's most innovative multi-trade construction services provider for over 60 years. Through seamless execution across integrated disciplines and with an unwavering focus on health and safety, we bring foresight, insight and ingenuity to every project. We anticipate challenges sooner and uncover hidden opportunities faster. We uphold our entrepreneurial spirit while combining our skills and experience with the global reach and expertise of the Bouygues Energies &



Services (www.bouyguesenergiesandservices.com) family. With offices in Toronto, Montreal, Vancouver and Ottawa, we take pride in contributing to the overall health of Canada's economy.

WE OFFER:

- Competitive compensation and benefits
- Opportunities for growth and development
- An open and collaborative work environment
- And so much more....

Thank you for your interest in joining Plan Group. Please note that due to the volume of applicants only those who will be considered for an interview will be contacted.

Accommodations for applicants with disabilities will be made during the recruitment processes. Should you be contacted for an interview please advise if accommodations are required.

We are an equal opportunity employer.