



Project Manager

HMA Land Services Ltd. is a Western Canadian-based company that provides a full range of land and operational services to the energy sector. Due to the expanding nature of business, we are seeking Project Managers to work in various locations such as Calgary, Fort Saskatchewan, and northeastern British Columbia. The Project Manager is a key member in HMA's business model. Project Managers are responsible for managing the entire scope of projects through to completion and directing HMA's strategic and business initiatives. Project Managers also have direct interface with current clients of HMA to play a leading role in the development of business opportunities. This will include the development of additional client services to be offered and the continuing development of relationships within the energy industry.

The Project Manager is accountable for leading project teams of Land Agents and Land Administrators relative to specific projects. The Project Manager is principally responsible for communication and directing liaison with HMA's corporate clients. They play a leading role in the further development of business opportunities through the maintenance of client relationships through successful project management.

Duties and Responsibilities

Initially, some of the specific duties will involve the following:

- Ensuring adequate resources are in place to meet project goals and deadlines
- Developing, maintaining and nurturing a well established client base
- Interfacing with current client representatives on a regular basis to understand scheduled deliverables and the key milestones or target dates relative to each project
- Maintaining a thorough understanding of specific client protocol and procedures, while ensuring HMA internal mechanisms are in place to meet these requirements
- Verifying information and sources; analyzing and interpreting different forms of data such as survey plans, agreements, and title search
- Ensuring land administrators and field land agents are aware of the client needs and deliverables on projects
- Providing regular status updates and reporting to client representatives, including cost accrual reporting, schedule versus actual, and variance reporting as required
- Managing project controls including project budget and project schedule
- Preparing preliminary cost estimates and program schedules as requested by clients
- Developing project specific quality assurance measures and audit against those standards
- Reporting any issues or constraints that may affect client schedules or deliverables on a regular basis
- Performing reviews and audits of project information as prepared by the land teams, ensuring completeness, accuracy and prior to issuance to client representatives
- Encouraging and guiding career growth and professional development for project team members; ensuring performance reviews and development plans occur and are consistent and in accordance with corporate goals and objectives
- Providing effective leadership, coaching and mentoring to project team members.



Requirements

The ideal candidate will have the following:

- Post-secondary Diploma, Degree or continuing education Certificate (or equivalent) in Project Management or equivalent experience
- Typically 6 to 8 or more years of well-rounded (either internal or external) experience in applicable field of expertise*
- Experience managing a team while working closely with client representatives
- Experience in:
 - The Energy, Pipeline and/or Power sectors
 - Managing the development and implementation of land related programs for major energy projects throughout western Canada
 - Federally and provincially regulated energy facilities (an asset)
- Proficient in all aspects of surface land acquisition and management
- Excellent work ethic
- Dependable and trustworthy
- Personal and professional integrity
- Aptitude for working within tight deadlines
- Business skills and business savvy
- Commitment to professional excellence
- High energy and positive attitude
- Eagerness to accept challenging assignments
- Excellent time management and planning skills
- Good negotiation and consensus building skills
- Analytical and a keen ability for problem solving
- Enthusiastic approach to professional development and continuous learning
- Ability and eagerness to learn new things
- Enthusiastic approach to researching information
- Excellent communication skills, both written and verbal
- Demonstrated excellent writing skills through project reports and proposal writing
- Exceptional eye for detail and accuracy
- Ability to work well both independently and within a team environment
- Excellent decision making skills, independent judgment, and reasonable risk taking skills
- Good mentoring skills
- Strong ability to multi-task

**To be considered for this position, email your resume and cover letter to
Kelly Fraser, Human Resources Advisor, at
hr@hmland.com**