



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 northern British Columbia. The Project Managers will be responsible for managing the entire scope of projects through to completion and directing HMA's strategic and business initiatives. The Project Managers will 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.

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 or continuing education Certificate in Project Management or equivalent
 - A University degree from an accredited curriculum is considered an asset
- Proficient in all aspects of surface land acquisition and management
- Excellent project management and project planning skills
- Works well within multiple high priority projects and tasks with swift project turnaround times; can quickly move from project to project while prioritizing work and re-adjusting deadlines as appropriate
- Strong organizational skills including the ability to prioritize, multi-task and meet deadlines in a busy environment
- Demonstrated effective managerial and team management skills; effective at managing and measuring work, forecasting resource needs and assisting in finding and retaining staff
- Excellent communication skills, both written and verbal
- Demonstrated excellent writing skills through project reports and proposal writing.
- Professional, enthusiastic and energetic approach to personal and professional development of self and others
- Analytical and a flair for problem solving
- Ability to make sound decisions using own judgment making modifications
- Exceptional eye for detail and accuracy
- Competent in presenting solutions to clients
- Excellent work ethic; demonstrated to be dependable and trustworthy, and practices personal and professional integrity at all times

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