



Permit Holder/Project Manager

(Prince George - Job Id: 2019-004)

Ecofor Consulting Ltd. is currently seeking a Permit Holder/Project Manager to join our team in Prince George, British Columbia. This is a salaried position offering competitive wages, benefits and opportunities for professional growth and career development (e.g. the ability to bank OT and take as time off, group RRSP contribution by company, and opportunities for experience in different areas of BC and Yukon). A signing bonus and relocation allowance may additionally be negotiable at time of hire.

Ecofor Consulting Ltd. is a natural and cultural resource management company with a team of over 50 professional and technical employees. Ecofor has offices in British Columbia, Alberta, Yukon Territory and Nova Scotia (www.ecofor.ca).

Key Responsibilities:

- Hold blanket permits in the Interior Plateau Culture Area.
- Manage archaeological projects and assist the regional manager, operations coordinator, HSE manager, and other senior management in planning and coordinating field work.
- Conduct field assessments and travel for work as required.
- Write, review, and sign-off on interim and final reports, ensuring project deliverables are on time, within budget and to the desired quality level.
- Develop a workplan that identifies and sequences activities to successfully complete projects.
- Determine the resources (time, money, personnel, equipment etc.) required to complete the project and communicate to regional manager.
- Obtain qualified consultants to work on project as appropriate (complete/manage sub-contracts).
- Review quality of work completed with project team, including field directors, on a regular basis to ensure project standards are met.
- Review the project schedule with management and other staff that will be affected by project activities, revise the schedule as required to ensure successful completion.
- Monitor and approve all budgeted project expenditures.
- Monitor cash flow projections and report actual cash flow and variances to senior management (ensure project financial records are up to date) and submit "Project Completion Checklists" to the finance department.
- Client and stakeholder management.
- Work with business development team to identify new business opportunities and potential clients.
- Promote a strong safety culture and become an active member of the Ecofor team.

Skills and Qualifications:

- Bachelor's degree in Archaeology or Anthropology (specializing in archaeology).
- Have demonstrated knowledge of the *BC Heritage Conservation Act* and provincial regulatory requirements.
- Ability to hold Heritage Inspection Permits in the BC Interior Plateau (ability to also hold permits in the Subarctic-Boreal would be an asset). Field director status in additional regions would be an asset.
- Excellent writing and communication skills, desire to grow business, and work closely (both in a field lead and support role) with other environmental professionals, and environmental discipline leads.
- Experience working in partnership with First Nations communities and other stakeholders.
- Ability to work independently with minimal supervision.
- Ability to conduct strenuous field work.
- Willingness to travel for work and stay in remote accommodations.
- Excellent organizational, interpersonal, time management skills and physically fit.
- Must possess a valid driver's license, and skill with snowmobiles, ATVs, and UTVs is an asset.

Please send your resume and cover letter to: careers@ecofor.ca by **February 19, 2019**. Please include the **Job ID number(s) you are applying for in your cover letter/ resume**. We wish to thank everyone for their interest in Ecofor; however, only those selected for an interview will be contacted.