



PROJECT MANAGER

Supervisor: General Manager

Term: Full-time, Permanent

Job Summary

As the Project Manager for Saik'uz First Nation, you'll lead and coordinate projects across various sectors, including construction, technology, and health. You'll ensure all projects are aligned with the Nation's strategic goals, are completed on time and within budget, and meet the needs of the community. Working closely with engineers, architects, consultants, and contractors, you'll oversee the full project lifecycle—from planning and budgeting to reporting and completion.

Duties & Responsibilities

- Plan, execute, and monitor projects from initiation to completion
- Prepare and manage project budgets; monitor expenditures and budget alignment
- Coordinate and evaluate procedures and recommend improvements
- Distribute and assign resources across projects for maximum efficiency
- Track each project independently and provide regular progress updates
- Review, assess, and manage risks and scope changes throughout the project lifecycle
- Liaise with clients, vendors, regulators, and contractors to ensure project alignment and timely communication
- Maintain integrated tracking systems for multi-platform performance data (digital, print, social media, etc.)
- Prepare reports, manuals, correspondence, and documentation as required
- Ensure compliance with environmental and safety regulations during construction projects

- Support and develop partnerships with external vendors, researchers, and third-party contractors
- Report project outcomes, issues, and risks to appropriate leadership as needed

Qualifications & Skills

- University degree in Architecture, Engineering, or a related field, with advanced courses in project management
- Three (3) to five (5) years of experience in project planning, design, and management in a complex environment
- Broad knowledge of planning and construction processes
- Understanding of Workers Compensation Board regulations, Occupational Health & Safety, and accreditation standards
- Strong financial knowledge related to budgeting and expenditure tracking
- Exceptional organizational skills and the ability to manage multiple projects simultaneously
- Demonstrated reliability and dependability
- Diplomatic, tactful, and confidential in interactions with others
- Must undergo a criminal record check, including a vulnerable sector check
- Valid BC driver's licence and access to a reliable vehicle
- Equivalent combinations of education and experience may be considered

Salary & Benefits

Wage: \$52.00–\$56.00 per hour

Benefits: Medical, dental, and pension plan (after 3-month probation)

To apply, submit a copy of your resume to the Band Office or via email at resume@saikuz.com. If submitting via email, include the position title in the subject line.

We thank everyone for their interest;
however, only those selected for an interview will be contacted.