

Project Coordinator

Business Development, Corporate Solutions

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number when submitting their application.

This competition may be used to establish a 6 month eligibility list of qualified candidates for future vacancies.

DUTIES

Reporting to the Manager, Business Development, the Project Coordinator is responsible for coordinating projects related to industry/government/community training and programming needs within RRC Polytech's Corporate Solutions department. The incumbent will join a nimble and responsive team focused on executing agile project management processes for the purpose of deploying customized training solutions. The ideal candidate will thrive in a fast-paced environment, able to switch gears between establishing project budgets, leading multiple projects concurrently, and supporting colleagues. You have strong interpersonal skills to build and maintain collaborative relationships with internal and external partners, clients and stakeholders. A balance of attention to detail and keeping on schedule is essential. You have solid problem solving skills and a strong desire to grow your skills and knowledge. You want to have a high impact and to drive innovation forward in collaborative environments.

REQUIRED QUALIFICATIONS

- Post secondary education in Project Management, Business, or related field; an equivalent combination of education and experience may be considered
- Knowledge of the project life cycle and experience with coordinating multiple projects through the start to end of the project life cycle, maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures and associated documentation
- Detail-oriented and ability to manage multiple priorities in a fast-paced environment with minimal guidance
- Customer focused by responding promptly to internal and external customer needs
- Collaborative in dealing with internal and external stakeholders, experience establishing and maintaining effective relationships
- Effective budget management skills including experience with project budgets, projections and project reconciliation
- Initiative to monitor and supervise current projects, coordinate, follow up and support all team members to keep workflow on track
- Ability to assess project risks and issues and provide solutions where applicable
- Ability to ensure projects adhere to RRC Polytech policies and all documentation is maintained appropriately for each project
- Open to identifying Business Development opportunities that bring in new projects
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Teams, and Outlook) and ability to adapt to new technologies
- Excellent interpersonal skills
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Experience working in multiple sectors and locations: public, private, small business, non-profit, etc.
- Experienced in the use of various RRC Polytech forms
- Trained in the Project Management methodologies
- Change management skills
- Open to identifying Business Development opportunities that bring in new projects

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

RRC Polytech campuses are located on the original lands of Anishinaabe, Ininiwak, Anishininwak, Dakota, and Dene peoples, and on the homeland of the Red River Métis Nation.

COMPETITION NUMBER

2023-082

CLOSING DATE

June 5, 2023

SALARY

\$47,774 - \$65,326 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

2 Positions Available:

1 Regular, Full Time

1 Term, Full Time - One (1) year term with a Possibility of an Extension

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr