Junior Project Controls Analyst

Upside Engineering Ltd. currently has an opportunity for a Junior Project Controls Analyst to join our established team of professionals in Calgary. Upside has challenging, ongoing career opportunities for experienced candidates.

Skills and experience:

- A Bachelors degree/Business degree is required;
- Major in finance is preferred;
- 2 - 5 years of related practical experience;
- Experience in accounting, scheduling and/or project management is an asset;
- Experience related to oil facilities, petrochemical, or oil & gas handling projects is preferred;
- Ability to communicate effectively with a variety of individuals of various technical backgrounds;
- Able to clearly and concisely deliver recommendations to senior project controls staff;
- Able to communicate effectively with clients in order to understand project progress and potential risks;
- Maintain a diplomatic approach to project setbacks and challenges;
- Able to work effectively with senior project controls staff and project implementation teams to ensure a sense of urgency is created surrounding project pathways and events.

Responsibilities:

- Accountable for the accurate development of deliverables as outlined by senior project controls staff;
- Assist in the maintenance of project earned value management and cost control systems;
- Support in the development of systems and procedures pertaining to planning and scheduling;
- Assist with the development of project man-hour and cost forecasts, change orders, and trends;
- Support senior and intermediate project controls analysts with overall project cost control and analysis, and preparation of reports/presentations related to project controls;
- Aid in the assembly and compilation of schedule and cost data and inputs into the project control system (PRISM). Provide output and preliminary analysis to more senior analysts;
- Assist with the administration of the project change control process related to cost and schedule;
- Administer databases related to project controls and estimating.

As part of the project controls team, the junior project controls analyst is tasked with supporting the senior project controls analysts in ensuring that all project control activities such as project administration, change management, project estimating, cost management and schedule management are executed in a timely fashion and in accordance with all company standards and contractual requirements.

This is a chance to work with industry leaders in a uniquely enjoyable work environment. Our recruiting mission is to hire the best people for the job, provide an unbeatable work setting and respect and value our team. It's what makes us exceptional.

If you are interested and qualified for this opportunity please send your resume to hr@upsideeng.com with Junior Project Controls Analyst in the subject line.

Closing Date: March 19, 2010