



Opportunities Made Real

Universal Geomatics Solutions Corp. is an employee-owned, high-performance, progressive consultancy providing comprehensive surveys, geomatics, and project management services to a variety of industries since 1986.

At UGSC our people drive us forward. We strive to hire, train, and retain smart, driven individuals. UGSC's diverse work force creates an exciting and dynamic working atmosphere. We empower through education and training, recognize excellence, and challenge each other.

Our core purpose is *Helping Those Around Us Succeed*. Combined with our core values we are an employer of choice. Join our team and see your *opportunities made real*.

www.ugsc.ca

We thank you for your interest in Universal Geomatics Solutions Corp., however, only those selected for an interview will be contacted.

Office Locations:
Edmonton
Calgary

*Grande Prairie (UGSC intends to open an office in this location in the near future. It is currently not a registered office offering land surveying services.)

Edmonton
(Head Office)
15111 123 Ave.
Edmonton, AB T5V 1J7

PROJECT MANAGEMENT OFFICE MANAGER

Universal Geomatics Solutions Corp. is seeking a PMO Manager to join our team. Location is dependent on the ideal candidate and in one of our office locations (Calgary, Edmonton or Grande Prairie*).

The PMO Manager will be responsible for the supervision of the project management team for all offices. This individual will coordinate the planning, executing, and delivering of projects on time, within budget, and in accordance to specifications. To achieve these important goals, the PMO Manager will define project requirements and scope, acquire project resources, and provide training and guidance to the department.

Opportunity

- Oversee the project management department by ensuring operational requirements are met by supervising, mentoring, coordinating, and scheduling activities within the department.
- Active member of the project management team.
- Coordinate and work with department manager's to assign resources to projects based on skill set, client relations, and training opportunities to meet project deliverables.
- Assist Project Managers with client relationships as required.
- Provide regular reports to the Vice President of Operations.
- Ensures adherence to company policies and performance standards and takes corrective action to improve results by counselling and disciplining employees when necessary.
- Maintain company standards and other associated work instruction documents in accordance with the requirements of the Quality Management System.
- Ensure all employees are following the proper safety protocol and held accountable for all aspects of the safety program.
- Perform additional assignments and responsibilities as required.

Requirements

- University degree in geomatics, or diploma in a related discipline.
- Minimum 10 years of direct work experience in project management.
- Knowledge and understanding of legal and/or construction surveying.
- Being a Professional Land Surveyor in Alberta is a strong asset.
- Multiple commissions as a Land Surveyor is also an asset.
- Demonstrated success in project delivery and execution of project management methods.
- Superb communication skills; able to build and maintain lasting relationships with business units, corporate departments, key managers, and clients.
- Highly effective negotiation, diplomatic, and conflict resolutions skills.
- Strong knowledge of financial management, technology management, and internal controls.
- Familiar with databases and operating systems.
- Strong problem identification and problem resolution skills.

Company Benefits

- Outstanding work environment that fosters safety, encourages teamwork, and challenging work opportunities.
- Career and personal development opportunities.
- Comprehensive benefits package, employee assistance program, and RRSP matching.

How to Apply

Email: careers@ugsc.ca
www.ugsc.ca