



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 TEAM LEAD

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

The PMO Team Lead will be responsible for project management of special projects as well as providing direction and mentorship within their field of expertise to the team. This individual will also assist the PMO Manager in the planning, executing, and delivering of projects on time, within budget, and in accordance to specifications.

Opportunity

- Coordinate in conjunction with the PMO Manager to provide mentorship and direction to the PMO team.
- Assist Project Managers with client relationships as required.
- Primary point of contact for the client.
- Define risks and use proven project management techniques to assess and mitigate these identified risks through the risk matrix.
- Execute, manage, and maintain the project execution plan (PEP) as the primary tool to support the clients needs.
- Provide project coordination, support, analysis, and recommendations in conjunction with various departments to supply required plans or data.
- Review survey plans and/or data in accordance with regulations and standards set by all of the applicable governing legislation, bylaws and industry standard practices.
- Participates regularly and actively in all aspects of the health and safety program as outlined by the Health and Safety Department.
- Maintain company standards and conform to the requirements of the Quality Management System.
- Perform additional assignments and responsibilities as required.

Requirements

- University degree in Geomatics, or diploma in a related discipline.
- Minimum 5 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