

Job Description



POSITION: Project Cost Control Specialist

This is a full time, permanent position based out of Sunshine Oilsands Ltd.'s main office in Calgary, Alberta.

JOB DUTIES AND RESPONSIBILITIES:

The incumbent will report to the VP, Facilities Engineering. There will be a secondary report to the Senior Project Manager, Facilities regarding the specific project. The Project Cost Control Specialist will work with the project controls team to liaise with the project management team and clients, relating to project cost controls matters.

Responsibilities of this role include, but are not limited to:

- Develop and audit cost procedures within the project controls group;
- Develop and audit project specific project controls, procedures and practices;
- Develop and audit internal controls and guidelines associated with project controls;
- Develop, audit and integrate the electronic relationship between SAP, cost tracker and other cost programs within the company;
- Create cost strategy and reporting structures, as required;
- Create construction cost tracking structures and manage the cost tracking process;
- Develop and maintain program and project cost reports and cost tracking;
- Develop and audit cost forecasts variances, as needed ,for projects and drilling initiatives;
- Assist in the development of an owner project controls development plan and model;
- Develop project specific strategies between project controls and corporate accounting;
- Develop, audit and maintain accrual strategy and reports;
- Build and maintain a plan with accounting regarding invoicing, WIP, accounts receivable, accruals and monthly project cost reports;
- Other duties as assigned.

REQUIRED EXPERIENCE AND SKILL SET:

- 5+ years of professional experience in project control and management positions,
- Degree and relevant years experience;
- Strong experience with the application of estimating, planning, scheduling and all aspects of project cost control, with both engineering and field experience;
- Commercial experience, including contracts and procurement;

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- Experience in scheduling, planning, project progress, construction and cost control within an owner environment;
- Proficiency using risk analysis tools;
- Excellent, written and verbal communication skills, presentation skills, negotiation skills and analytical thinking;
- MS Project, Excel and/or Primavera skills are assets;
- EPCM experience is an asset;
- Ability to work independently and collaboratively in a multi-disciplinary team;
- Must be legally permitted to work in Canada.