



Project Controls Specialist

Project Management Office

Full-Time Indeterminate Position

About Us

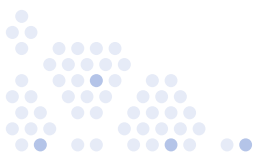
SNOLAB is an international facility for world-class underground physics research and has an expanding programme in astroparticle physics and underground science. Located in an air-conditioned clean room 2 km underground in the Vale Creighton Mine near Sudbury Ontario, with a suite of surface facilities and laboratories, SNOLAB is currently preparing for the next generation of experiments focusing on neutrino studies and the search for galactic dark matter.

The Position

SNOLAB is seeking an expert Project Controls Specialist to join the Project Management Office (PMO) and provide Project Controls support to projects and the organization. The Project Controls Specialist will develop and maintain Project Control Systems including cost, schedule, document management, quality and reporting. They will also work with and support Project Managers with these functions. In addition, the Project Controls Specialist will support the PMO and wider organization by tracking key project performance metrics and by providing information required for near-term and long-term planning of the laboratory resource needs.

In this role you will:

- Develop, implement, and maintain Project Control Systems, including cost, schedule, document management, and reporting systems.
- Assist the line and project managers with project control related functions including developing budgets, tracking financial health, conducting earned value analysis, schedule control, supporting large procurements, and supporting contract administration.
- Assist in the development of departmental systems such as a quality assurance program, maintaining internal cost rates, project governance workflows, and tracking metrics and KPIs.



📍 Creighton Mine #9, 1039 Regional Road 24, Lively, ON P3Y1N2

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Education:

- Bachelor's degree or equivalent in Engineering, construction management, accounting or in Business
- PMI certification considered an asset

Experience:

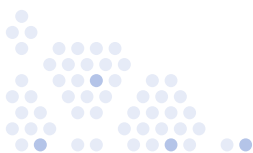
- Direct experience in Project Controls preferably related to engineering and construction projects
- Experience working with groups and teams on large projects in a fast paced environment.
- Knowledge and experience with Earned Value Management concepts and processes
- Experience in an institutional setting with large science and/or international projects is considered an asset.
- Expert knowledge of Microsoft Office 365 with extensive experience in advanced Excel functions. Knowledge and experience in SharePoint is considered an asset.

Salary Range

Salary will be determined by qualifications and experience and includes an attractive benefits package. Relocation assistance will be determined in accordance with SNOLAB policies.

To Apply

All applications must be submitted to jobs@snolab.ca. **Please do not fax or mail your applications.** By applying to the e-mail address, your application becomes available to managers immediately. Interested candidates should include a cover letter and resume.



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Closing Date

January 27, 2022

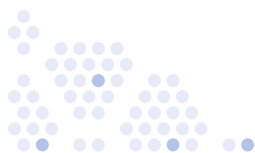
SNOLAB thanks all applicants for their interest, however, only those candidates considered for an interview will be contacted.

SNOLAB is committed to equity in employment and encourage applications from all qualified applicants, including women, Indigenous persons, members of visible minorities and persons with disabilities. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

SNOLAB will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs.

Further information about SNOLAB may be found at www.snolab.ca

Posting Date: **January 6, 2022**



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