

Project Controller
Canadian Projects Limited, a Tetra Tech Company
Power

Canadian Projects Limited, a Tetra Tech company, is a leading provider of consulting, engineering, and technical services worldwide. Our reputation rests on the technical expertise and dedication of our employees—27,000 people working together across disciplines and time zones to provide smart, sustainable solutions for challenging projects. We are proud to be home to leading technical experts in water, environment, infrastructure, resource management, energy, and international development. Tetra Tech combines the resources of a global, multibillion dollar company with local, client-focused delivery in over 500 locations around the world. We offer competitive compensation and benefits and are searching for innovative people to join our teams. We are an equal opportunity employer.

Job Details:

We are currently seeking a **Project Controller** to join our exciting renewable energy team in Calgary, AB. The successful candidate will be required to provide cost control, cost reporting, engineering progress reporting and change management on projects, working within project team providing cost control services to project managers, as required.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Responsibilities:

- Participate in establishment of project coding in cooperation with estimating and planning, and convert the estimate into the control budget.
- Establish and maintain projects in the cost control database (standard software).
- Establish and maintain project change control system.
- Process information about commitments, actual cost, forecasts and changes supplied by procurement, construction, planning, engineering and estimating to produce reliable project cost reporting and forecasting.
- Collect progress data from engineering and process engineering progress reports.
- Produce clear and concise cost reports and graphs. Generate cash flow reports as required.
- Analyze variances between budgets and forecasts. Inform project management about cost trends.
- Assemble resource and revenue projections reports, projects auditing reports, cash flow reports, utilization reports for Management.
- Perform other cost related functions as assigned.

Requirements:

- A university graduate with a Finance, Mathematics or accounting background or an equivalent combination of studies and related experience.
- Cost control experience in the engineering/construction field is considered an asset.
- Capable of working on several major projects simultaneously in a multidiscipline environment.
- Must be proficient with MS Project and Primavera P6, as well as MS Access, Excel, and Word.
- Competence in computerized project management and financial applications

Additional Information:

- A requirement of working for Tetra Tech is that you are at least 18 years of age and legally entitled to work in Canada. (A copy of a valid work permit may be required.)
- If you are considered for the position, clearance on all applicable background checks (which may include criminal, identity, educational and security) and professional reference checks is required. Some Tetra Tech positions require an enhanced level of background assessment, which is dictated by law. These positions require advanced criminal record checks that must also be conducted from time to time after commencement of employment.

For more information on our company, please visit our website at www.tetratech.com. To apply, please submit your resume and cover letter on the Careers portion of our website at www.tetratech.com/careers.

We thank all applicants for their interest; however only those selected for an interview will be contacted. Tetra Tech is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. Please contact local HR regarding any accommodation requirements to make the recruitment process accessible to all interested parties.

We invite resumes from all interested parties including women, minorities, veterans and persons with disabilities.

No calls or agencies