

JOB POSTING: SENIOR PROJECT MANAGER



Circle CRM Group is seeking qualified applications for the position of Senior Project Manager. This is a full-time, permanent position for the right applicant. The position will be based in Circle's Calgary office.

Start date: April 23, 2018

Salary: Commensurate with experience, with potential for annual bonus and extended health and dental benefits

Circle CRM Group is a historic resource consulting company with offices in Calgary and Edmonton, Alberta, and a seasonal office in Williams Lake, BC; we provide services throughout western Canada, with qualified and experienced permit holders for BC, Alberta, Saskatchewan, Manitoba, the Yukon and the Northwest Territories. Our mission is to help people understand, appreciate and plan ahead for heritage resources, promoting cultural preservation, as well as future development. Our goal is to establish strong, lasting relationships by exceeding client expectations, providing clients with historic resource consulting services that centre on our core concepts: respect, safety, efficiency, open communication and teamwork.

Duties:

The Senior Archaeologist will be responsible for management of, and participation in, Historical Resources Impact Assessments (HRIAs). Key responsibilities will include the following.

- Travel to and from Calgary to various locations, often for two-week shifts, if not longer
- Leading field reconnaissance and impact assessments for forestry and other large-scale projects
- Hiking / pedestrian traverse through a variety of geographic and weather conditions
- Extensive subsurface testing and identification and collection of artifacts
- Writing interim and final reports
- Leading by example, with regard to teamwork, safety, communication, and archaeology

Other duties may include management of, and participation in, mitigative excavations, BC Archaeological Impact Assessments (AIAs), cataloguing and artifact analysis, research, and other miscellaneous duties as required.

Requirements:

- Master's degree in Archaeology
- 8+ years of Alberta permit-holding status
- 8+ years of prior related field experience in archaeology
- 8+ years of managing HRIAs/HRIMs
- 8+ years of managing crews
- Extensive prior related experience managing HRIAs in the Boreal forest
- Extensive prior related experience identifying areas of potential and identifying sites in the Boreal forest
- Extensive prior related experience making management recommendations for high potential areas and previously recorded or unrecorded archaeology sites
- Ability to travel to locations for extended periods, walk and conduct fieldwork for long hours, sometimes in inclement weather conditions and diverse/rugged terrain
- Ability to perform extensive manual labour, including hiking for extended distances (average 8 to 10 km per day), and carrying objects weighing up to 50 lbs
- Have a valid Class 5 Driver's license, good driving record, and able to drive trucks, as well as trailer Argos/ATVs

Desired Knowledge, Competencies, & Behaviours

- Extensive prior related experience with ArcGIS
- Extensive experience with Microsoft Word and Excel
- Effective interpersonal skills in dealing with staff and public under all types of conditions
- Ability to maintain a positive and supportive approach
- Effective time management skills and ability to work steadily under pressure
- Ability to work cooperatively, support and coach co-workers in a positive team environment and share work expertise and knowledge
- Self-motivated with strong initiative
- Excellent work ethic and positive, team-player attitude
- Good planning, organizational, and communication skills (written and oral)
- Continuing up-to-date knowledge in applicable areas of work