



## INTERNATIONAL ROAD DYNAMICS INC.

### PROJECT CONTROLLER

**Department:** Operations

**Receives Direction From:** Director, Operations

#### **Job Purpose:**

Working alongside Project and Functional Managers, with close ties to Project Accounting, the Project Controller is responsible for timely and accurate Project reporting and related administrative duties. Reporting to the Director of Operations, the Project Controller will be responsible for, but not limited to, the following duties:

#### **Duties & Responsibilities:**

- Aligning resources with progressed schedules and remaining effort
- Maintenance of a master schedule and resource plan
- Updating Gantt or Pert diagrams as appropriate
- Communicating project and constraint information to Project and Functional Managers
- Assist in preparing Project internal and external status reports
- Open and close projects in accordance with procedures
- Administration of time sheets and expense claims per direction from Director of Operations
- Miscellaneous accounting assistance as requested by Director of Operations
- Standardization and management of project files
- Maintenance of Procedures and relevant PM working instructions

#### **Skills & Abilities:**

- A general understanding of Project Management and Corporate finances
- Knowledge of ISO methodologies and practices
- Experience with various SW tools used in project management
- An ability to work within tight time constraints
- Detail oriented, with high, error free expectations
- Leadership skills an asset
- Well organized with solid planning abilities
- People oriented with strong team skills

#### **Qualifications:**

- Project Coordination experience and/or equivalent training or education

If you are interested in applying at IRD, a resume should be forwarded in confidence to Human Resources at **702 43rd Street East, Saskatoon, SK S7K 3T9**, fax: **306-653-6609** or email: [jobs@irdinc.com](mailto:jobs@irdinc.com)

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## CAREERS AT IRD

Please indicate position 'O-PC1006' in your cover letter and subject line.

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fax: 306-653-6609 or email: [jobs@irdinc.com](mailto:jobs@irdinc.com)

no later than **Friday, June 18<sup>th</sup>, 2010.**

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