



Chief Operating Officer

Position reports to the Chief Executive Officer

Job Purpose Summary

- The Chief Operating Officer is a valued member of the Management Team, responsible for ensuring that business operations are efficient and effective through the development, design, operation, and improvement of the systems that create and deliver the firm's products/services. Using his/her extensive knowledge of the industry, the incumbent is responsible for the development and ongoing management of the Project Management Division, working with current and prospective clients to provide project management expertise for multiple mining and oil and gas projects requiring geoscience, engineering, and environmental services. As a member of the Management Team, the Chief Operating Officer will be integral to the development of corporate strategy and resulting operational plans. This individual will exhibit leadership, interpersonal skills, in-depth knowledge of project management best practices and trends, and an approachable nature that encourages mentorship and knowledge transfer to other areas of the organization.

Key Responsibilities

- Lead by developing and cascading the organizations strategy/mission statement to division staff, and implementing appropriate rewards/recognition and coaching/corrective practices to align personnel with company goals.
- Contribute to the evaluation and development of corporate strategy and performance in co-operation with the Executive team so as to meet agreed organizational performance plans within agreed budgets and timescales with the aim of creating maximum value for the company's stakeholders.
- Drive performance measures for the measurement of an operation's performance in consideration of efficiency versus effectiveness, often in the form of dashboards convenient for review of high level key indicators.
- Develop project management standards for the enhancement of service delivery to be applied across the organization, ensuring quality of product, timely delivery of service, and maintaining profitability standards as set out by the project.
- Liaise with other functional/departmental managers so as to understand all necessary aspects and needs of operational development, and to ensure they are fully informed of operational objectives, purposes and achievements.
- Responsible for the development and execution of the long-term strategy and operational plan for the Project Management Division, including client development, staffing, operating policies, systems, and management of key subcontractors/suppliers.

Qualifications

- Professional Geologist or Professional Engineering designation, PMP Certification
- 15+ years of experience with scheduling, estimating, and cost control
- Professionalism and integrity in representing North Rim to the industry and business community
- Entrepreneurial drive

Please submit resumes to gfiendell@northrim.ca no later than January 3, 2012. Only qualified candidates will be contacted.