



## **Intermediate Project Controls Site Cost Analyst**

Wood currently has an exciting opportunity for a **Intermediate Project Controls Site Cost Analyst** to join our Mining & Minerals construction project located near Gogama, ON. Reporting directly to the Project Cost Lead, will be responsible for performing project cost control activities, communicating with Contractors regarding Progress Payment Certificates, tracking progress/deliverables/quantities, and performing a variety of activities related to the Project Controls System.

### **Key Responsibilities**

- Provide support to the Project Cost Lead
- Quickly become proficient in Wood's Project Management System: Convero
- Produce reports and analysis of earned value performance, cost trending, hours trending, quantity trending on a daily / weekly / monthly basis
- Meet report timelines and report accuracy / quality expectations.
- Become familiar with and follow the well established procedures for cost coding, change control, progress reporting, and construction contractor invoice validations & processing.
- Analyze Contractor payment certificate submissions for accuracy, and communicate and follow up with the Contractor to obtain appropriate and accurate back-up
- Analyze and comment on Contractor proposals / pricing
- Ensure trends and change notices are properly documented in writing, in accordance with the established procedure
- Coordinate with the trend coordinator and for the collection of data, evaluate and assess the overall cost impact of any changes on the assigned contracts, to the Cost Lead and Area Manager for appropriate action.
- Compile and produce the forecast final costs on the assigned contracts and review with Cost Lead.

### **Skills / Qualifications**

- Technical college diploma or engineering degree or a recognized business program
- 5+ years experience within project controls, in consulting and/or contracting environment on EPC/EPCM project/s
- Advanced proficiency in Microsoft Excel is required
- Strong computer skills and firsthand experience working with project management systems
- Highly effective organization and planning skills
- Excellent analytical and communications skills
- Proven ability to work well independently, demonstrating initiative and follow-up
- Authorization to lawfully work in Canada without sponsorship from Wood is required

To Apply, click on link: [Intermediate Project Controls Site Cost Analyst - 2022-115700](#)

**Or visit our careers page at [Wood - Careers at Wood - Job Listings at Wood \(icims.com\)](#) and search for 2022-115700**

If you require assistance, please contact [Debbie.cupido@woodplc.com](mailto:Debbie.cupido@woodplc.com)