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Job title:	<b>Project Controls Manager</b>
Reports to:	<b>Chief Financial Officer</b>
Direct/indirect report(s):	<b>Administrative Assistants, Project Controls, Cost Controls Analysts</b>
Interacts with:	<b>Finance and Accounting Department, Functional Group Managers, Project Managers, Superintendents, Foremen, Site Administrative Assistants, Procurement, Shop Services</b>
Operational budget:	<b>TBD Annually</b>
Position type:	<b>Salary</b>

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**Summary:**

The Project Controls Manager is responsible for overseeing cost control processes and monitoring project performance to ensure successful delivery within budget. This role drives continuous improvement in cost management practices across all phases of the project lifecycle and serves as the primary point of contact for cost control activities.

Aligned with TESC's values and strategic pillars, this position promotes collaboration, accountability, and innovation to support operational excellence and sustainable growth.

**Key Responsibilities:****Leadership & People Development**

- Lead and mentor administrative assistants and cost control analysts, fostering a collaborative, high-performance environment.
- Establish clear expectations, conduct performance reviews, and support professional development within the team.
- Champion a culture of teamwork and continuous learning.

**Cost Control & Analysis**

- Monitor project budgets and ensure alignment with cost control objectives.
- Track and analyze project costs, providing accurate forecasts and variance reports to internal stakeholders.
- Identify potential cost overruns and recommend mitigation strategies to maintain financial integrity.

**Process Improvement & Innovation**

- Develop and implement best practices and innovative solutions for project cost control.
- Refine processes to improve cost control accuracy and reporting efficiency.

**Risk Management & Compliance**

- Assess and manage cost-related risks, collaborating with project teams on mitigation plans.
- Ensure compliance with company standards, procedures, and industry best practices.
- Maintain quality control measures for cost tracking, documentation, and reporting.

**Reporting & Communication**

- Prepare detailed cost performance reports against key milestones and provide actionable insights.
- Communicate cost control progress, issues, and risks effectively to senior leadership and stakeholders.
- Ensure accurate and timely cost control reporting for various stakeholders.

**Continuous Improvement & Knowledge Sharing**

- Analyze historical data to identify trends and optimize future cost control processes.
- Document lessons learned and apply them to improve future execution.
- Celebrate team achievements, fostering a positive work environment.

**Job Specifications:**

- College diploma in Finance, Business Administration, Project Management, or related field.
- 3-5 years of experience in cost control within construction, mining, or engineering industries.
- Minimum 3 years in a leadership or supervisory capacity.
- Working knowledge of Jonas software is an asset.
- Proficiency in Microsoft Outlook, Word, and Excel.
- Strong organizational and time management skills.
- Excellent communication and interpersonal abilities to engage technical and non-technical stakeholders.
- Analytical mindset with proactive problem-solving skills.
- Ability to manage competing priorities in a fast-paced environment while maintaining accuracy.
- Professional attitude and collaborative approach.
- Experience with trade union collective agreements is an asset.
- Site-specific indoctrinations are an asset.