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# Job Posting

## Business Projects Specialist

Located in the North Thompson valley, at Simpco Resources Group we provide environmental, management, and operational services while preserving Simpco culture and heritage with respect towards the environment. Our goals include creating economic growth from the commercial development of natural resources within the Simpco'ulécw (Simpco Territory) by being the major contractor and competing for work in both the public and private sectors.

### **Current Opportunities:**

Simpco Resources LLP is growing and searching for a dependable and energetic Business Projects Specialist to join our team. Reporting to the Controller and CFO, this role will produce a diverse set of outcomes, from delivering business plan consulting to our divisions, to providing a project consulting role for our infrastructure/construction projects and other divisions. The successful applicant will interact with a wide range of people across all of our divisions, delivering analytical, research, report writing, and control functions in a variety of settings.

### **Responsibilities:**

#### **Planning**

- Draft, edit, and finalize detailed business plans, including executive summaries, market analyses, marketing strategies, operational plans, and financial projections.
- Conduct in-depth market research to identify industry trends, competitive landscapes, and target customer demographics.
- Use findings to provide actionable insights and recommendations.
- Develop detailed financial models, including revenue forecasts, expense budgets, and profit-and-loss statements.
- Ensure financial projections align with the goals and vision of the business.
- Analyze and manipulate budget spreadsheets, forecasts and proformas.
- Understand and assist with the production of marketing reports, production reporting, sales forecasting, equipment and capital planning.
- Financial Statement analysis.
- Help develop and implement financial policies, procedures and systems.
- Help monitor and assess the effectiveness of SRG systems and software programs.
- Maintain a consistent brand voice across all communications and reports.
- Assist CFO with special projects.
- Performs other related duties as required.

- Analyze and study divisions for key insights and narratives.
- Assist managers in identifying and documenting strategic gaps and bottlenecks.
- Research and document trending topics to help identify potential strategic solutions at a divisional level.
- Assist managers in identifying and reporting key performance indicators.
- Participate in project open and close meetings and document findings.
- Contract and other divisional document management.
- Edit and proofread work of peers.
- Collaborate with the project controls group to ensure accurate and relevant reporting.
- Assist with process manual creation and editing.
- Maintain SharePoint document management for the finance group.

### **Qualifications**

- Bachelor's degree or related education or accreditation (CFA/CPA)
- 5 years minimum equivalent proven track record
- Excellent report writing/English skills
- Excellent knowledge of MS Office, Eclipse Explorer, Aimsio
- Proven strong team participation skills
- Excellent communication, problem-solving, and decision-making abilities
- Proven budgeting or proforma experience
- Strong logical and finance analytical skills
- Demonstrated proficiency in contract management and assessment
- Experience working with or understanding of Canadian indigenous communities
- Knowledge of the Simpcw First Nations community

### **What we offer:**

- Competitive Compensation
- Positive and collaborative team
- Meaningful work

**Note:** Pre-Employment Drug and Alcohol Testing may be required

**Application Deadline:** Open until filled.

Please submit cover letter and resume via email to [HR@SimpCWResourcesGroup.com](mailto:HR@SimpCWResourcesGroup.com) with the Subject Line: **Business Projects Specialist**