



McElhanney

DATE: March 25, 2010

CAREER OPPORTUNITY

POSITION: Assistant Branch Manager

LOCATION: Surrey, BC

REPORTING TO: Bert Hol, CLS, BCLS, Branch Manager

This is a full time, permanent position.

McElhanney Consulting Services Ltd is an employee owned company with offices throughout Western Canada. In business since 1910, McElhanney provides exceptional engineering, environmental, planning, surveying and mapping services to its clients.

We are looking for an Assistant Branch Manager for our Surrey, BC surveying branch.

JOB DETAILS:

This position provides support and back up for branch management, including, but not limited to the following duties:

- Analyze the market to capitalize on project opportunities and make recommendations for developing new business.
- Work with the branch manager to set branch strategic objectives.
- Develop and coordinate work schedules to ensure timely completion of projects and efficient use of resources.
- Lead and direct staff, provide performance feedback and guidance.
- Interview and hire new employees, complete annual performance appraisals.
- Investigate and advise on difficult and unusual problems and coordinate with clients regarding solutions and project progress.
- Act as the branch manager during his absence.

JOB REQUIREMENTS:

The ideal candidate will have a minimum of 10 years of civil/municipal project experience with ability to demonstrate:

- Ability to develop and motivate a multilevel team of survey staff
- Strong survey and project management background
- Outstanding technical and business skills
- Proven oral and written communication skills
- Strong aptitude for delivering projects on time and budget

Internal applicants for this position should submit their resumes via e-mail to Bert Hol. If you know a good external candidate, you may be eligible for a referral bonus, contact Brandi Harrington for more information.

We are an equal opportunity employer.

Position Open Until Filled