



Winpak Ltd., a public company, operates ten production facilities in Canada, the United States and Mexico, with its head office located in Winnipeg. Continued growth in sales has positioned the Company as one of the leaders in the North American market for the supply of flexible and rigid plastic packaging. Winpak's location in Winnipeg, Manitoba is currently searching to fill the position of:

PROJECT SPECIALIST

THE POSITION:

We are looking for a candidate to join Winpak's Engineering team as a junior member, eager to provide technical leadership and manage the on-site execution of key projects at the Winnipeg facility. Projects will be aimed at upgrading facilities, equipment installation and re-design/modifications of production lines according to Winpak's capital expenditure plan. This role will be 30% design and 70% project management.

The ideal candidate is a self-starter, comfortable working independently. An expert using Auto CAD, you would be the team member responsible for creating and updating detailed drawings and sketches for the engineering team. You have a confident professional presence and are comfortable building relationships and facilitating meetings. Experienced in managing projects you have been responsible for small to medium sized projects (\$100 - \$500K) including coordinating contractors, managing a budget and creating project charters and other documentation.

WHAT YOU WILL DO:

- Manage construction, infrastructure and capital equipment installation projects, supervise consultants and contractors work, tracking vendor design, fabrication and installation activities.
- Produce detailed drawings and sketches using AutoCAD software for the assigned projects and for other projects to support the engineering team.
- Follow engineering codes and standards and in accordance with the internal project management process, and the company food safety, environmental, and health and safety policies.
- Prepare and present project authorization requests including business case, project charter, scope statements, WBS, project schedule, budget plans, communication plans, risk plans, project plan presentations, project close out documents and lessons learned.
- Perform time and cost management of the project including cost and schedule forecasting, setting baselines, project cost change control and variance reporting.
- Monitor and report on the execution of the assigned projects, acting to coordinate activities and maintain budgets and timelines. Prepare project status reports and project dashboards for stakeholders and senior management.
- Lead the preparation and/or review of technical documentation.



YOUR QUALIFICATIONS AND COMPETENCIES:

- Mechanical or Electrical Engineering technologist diploma.
- Degree in Engineering an asset.
- Certification and/or diploma in Project Management is an asset.
- 5+ years capital project management experience in an industrial environment, preferably construction and/or manufacturing.
- Excellent working knowledge with AutoCAD required.
- Knowledge of construction site practices and regulatory requirements.
- Knowledge of contract development and execution.
- Excellent verbal and written communication skills.
- Strong interpersonal skills and proven track record working in a team environment including collaboration with engineering staff and external architectural, structural, electrical and mechanical consultants
- A "can do" attitude with good initiative, attention to detail and strong organizational skills

Other combinations of education, experience, knowledge, and skills will be considered.

Winpak is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristics protected by law. Pre-employment drug/alcohol/background screening may be required based on facility location.

Although we appreciate all applicants, only qualified applicants will be considered for interviews.

Qualified individuals are invited to apply at the following link by June 17, 2018:

<https://www.northstarats.com/winpak>



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