

Job Information

Employer Name: ATB Financial	AAA Member : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Job Title: Project and Design Specialist	Job Type (F/T or P/T): F/T
Location(s): Calgary	Expected Start Date: TBD
Website Address: https://atb.mua.hrdepartment.com/hr/ats/JobSearch/viewAll	

Job Description

Helping Albertans achieve their dreams by turning the complex world of banking into brilliantly simple solutions. That ' s ATB. Is that you?

Project and Design Specialist

Position Summary:

Reporting to the Senior Manager Strategy & Planning, People Places & Spaces (PP&S), the Project and Design Specialist will work on capital projects which support the strategic and operational priorities of ATB. PP&S is ATB ' s facility team, responsible for creating environments that make a difference by bringing to life the places & spaces that enable customer obsession. Strategy & Planning is responsible for the overarching plans for our space and facilities, and setting projects into motion to get us there.

The Project and Design Specialist will work with team members throughout ATB and PP&S to provide support and be accountable for space programming, project ideation, and conceptual design, and provide leadership throughout the project implementation phase while adhering to ATB project management processes. Key focus items will include execution of minor capital projects, design and project management support on major projects, move coordination and business partner liaison, furniture coordination and approval, project close out, stakeholder engagement and hand-off to project execution and operations departments.

Primary Focus:

Ensure that the design intent, objectives, approach and guiding principles of the project are being effectively communicated and followed from concept of the project to fruition.
 Communicate with project stakeholders from project initiation, programming stages, through to the completion of the project and post project feedback.
 Act as translator, understanding and interpreting stakeholder needs and wants into executable space solutions.
 Act as a key project communication point, representing PP&S and Strategy & Planning to team members and stakeholders; field questions and concerns.
 Prepare project hand-off documents and business cases for capital project approvals. Communicate high-level project schedules, budgets, resources, stakeholders and next steps.
 Prepare layouts, sketches and space plans required to convey design intent.
 Coordinate with consultants vendors to initiate and oversee projects ensuring design intent and stakeholder expectations are being met throughout.
 Order, track, coordinate, schedule and communicate activities with vendors and consultants.
 Coordinate furniture selection and reuse of existing furniture as it aligns with space plans.
 Coordinate and execute office moves by working closely with the Facility Manager, ensuring all necessary team members are accounted for in the move plan.
 Work within existing Facility Management software to record and transfer project data.
 Identify, resolve or escalate issues to Senior Manager, Strategy & Planning and stakeholders as appropriate.
 Develop and monitor tools to track progress and improve project processes using G Suite and other existing resources.
 Track project finances and vendor invoices, approving and reporting as needed.
 Ensure that project risks are identified and mitigated in a timely fashion. Escalate and follow-up on unresolved issues to appropriate ATB team member.
 Support/back-up Senior Manager, Strategy & Planning during absences such as vacations, illness, etc.
 Some evening and weekend work may be required. Some travel may be required.



Job Description - Continued

e flexible, work in an agile fashion and be adaptable.
Bring innovative and forward-thinking, executable ideas to the table.
Manage projects and the development of projects from inception to completion.
Listen to stakeholders and interpret/translate needs into space solutions.
See the bigger picture and apply critical thinking skills.
Communicate your ideas succinctly and in a graphic fashion.
Network and cultivate a productive working relationship with ATB business unit representatives, other ATB business units and third party vendors.

Qualifications & Skill Sets

Post-secondary degree in Interior Design, Architecture or other relevant field
NCIDQ/LID certification or working towards obtaining certification will be considered an asset.
Strong business acumen; any business educational background will be considered an asset.
Project Management Certificate or actively working towards PMI Certification will be considered an asset
Minimum 3-4 years of related experience.
Equivalent combination of training and experience may be considered.
Must have advanced experience with AutoCAD, Adobe Photoshop/Illustrator/InDesign. Experience with REVIT and Sketchup will be considered an asset.
Strong knowledge of the G Suite of tools.
Proven experience in the construction and design industry.
Excellent space planning and programming skills.
High energy, innovative thinking and a dynamic approach to design and planning.
Must have a passion for design and development.
Strong team leadership and collaborative approach to solution development.
Possess a professional, friendly, courteous, respectful and highly motivated personality.
Excellent written and verbal communication skills.
Excellent time management, prioritization and organizational skills.
Strong change management acumen.
Strong analytical and interpretive skills to recognize and comprehend complex issues, policies, regulatory requirements and industry information affecting ATB's environment.

Contact Information

(Please indicate any documents which applicants are required to submit, i.e. portfolios, cover letter, etc)

So what can ATB Financial offer you? Imagine paying less for your everyday banking, mortgages, loans and investments. Throw in an excellent benefits and pension package, opportunities for career advancement, and a financial institution that 's leading the way in change – now you ' re talking about a career with a company that allows you to grow. As an award-winning employer-of-choice – we have the best of the best working for Albertans. Sound like a team you want to be a part of?

Advancement. Fun. Rewards... We get it.
To learn more visit atb.com.

To read our employer reviews visit our Glassdoor page.

Online applications are preferred. ATB Financial is an equal opportunity employer. We thank all applicants for their interest; however, due to the high number of resumes we receive, only short-listed candidates will be contacted.

For additional information on this posting, please contact Krista Lauridsen. [Note: please apply using our online system and not the contact's email address].

If your application is shortlisted, we might ask you to participate in a digital interview.

Please click the following link for information on communities where ATB thrives.