

The Opportunity

We are looking for **Project Coordinators** to join one of Canada's leading Communications Engineering and Construction firms. You will be part of a growing team of professionals and a firm that works hard to maintain its reputation for customer service excellence amongst its clients and peers. Today, the Company continues to target growing markets and create strategic alliances across Canada and globally.

What You Will Do

In this role, you will be responsible for coordinating all aspects of projects from initiation to completion. This includes overseeing the project, monitoring deadlines, tracking responsibilities, monitoring and summarizing progress, and effectively communicating project status. In short, you will perform a variety of tasks, and coordinate the work of others on the team.

Key responsibilities include:

- Oversees all aspects of the day-to-day monitoring of projects; monitors and coordinates work performed by employees and contractors
- Ensures that project operations are in compliance with design specifications
- Monitors and polices performance and delivery criteria, ensuring that client and internal requirements are being met; reviews project specifications, schedules, and coordinates procurement of materials and contractors, as appropriate
- Represents the institution in business with customers, consultants, contractors, and other public and/or private agencies and organizations
- Researches and prepares various project reports pertaining to cost, schedule performance and productivity of projects
- Order materials as identified by PM, review and be aware of inventory status per project
- Creation and maintenance of all project files, both paper and softcopies
- GL Coding – ensuring job is properly coded to the P&L
- Attend and minute regular meetings with the PM as required
- Maintain and provide reports to all team members from Sales to the technician in the field as necessary
- Escalate issues to PM as necessary for resolution
- Own Client / Customer relationship as it pertains to the implementation of the project. The commercial relationship is the responsibility of Account Manager. Ensure that the client receives all requested reporting including but not limited to the following:
 - Project Schedule, Project Status Report, Change Control / Issue Log
- Any other duties that may be assigned

Your Requirements

- Minimum 5 years project coordination experience
- Telecom and Construction experience preferred
- Experience with dealing with large customer base
- Interfacing with all levels of Management both internally and externally
- Strong Negotiation and Communication skills
- PC literate with proficiency in MS Office
- Post Secondary Education

Position Type: Full-Time

Location: Hybrid. In office requirements will be greater in early months but is expected to be increasingly remote over time.

Benefits:

- Health and Dental benefits
- Cross-Border opportunities
- Competitive wages
- Career development program
- Paid vacation & holidays –
- Referral bonus
- RRSP Program

The client is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, ethnicity, religion, sexual orientation or expression, disability, or age.

We thank all applicants in advance for their interest, but only those candidates shortlisted for interviews will be contacted.

Interested candidates should send their CV and contact details to: info@resourcerecon.com.

Please add “Project Coordinator” to the Subject Line.

No cover letter required.