



JOB DESCRIPTION – PROJECT COORDINATOR

ABOUT F3 NETWORKS

F3 Networks is a leading provider of dark fiber infrastructure solutions, empowering businesses with reliable and high-speed connectivity. Founded on the principles of innovation and reliability, F3 Networks has emerged as a key player in the telecommunications industry, catering to the evolving needs of enterprises, carriers, and service providers.

F3 Networks specializes in providing dark fiber solutions tailored to the unique requirements of our clients. Our comprehensive suite of services includes:

- **Dark Fiber Leasing:** Offering customizable and scalable dark fiber leasing options, enabling clients to build their own private networks and maintain full control over their infrastructure.
- **Network Design and Consulting:** Collaborating with clients to design and implement robust network solutions that optimize performance, scalability, and cost-efficiency.
- **Maintenance and Support:** Providing proactive maintenance and round-the-clock support to ensure uninterrupted connectivity and minimal downtime.

Job Summary

Under the direction of the Project Manager, the Project Coordinator will provide support to the Program Management Office. The Project Coordinator will be responsible for work order management and providing some administrative support to the program and project team, including ensuring that processes and practices are adhered to, and required reports are properly generated, and provided.

Responsibilities

- Prepare Preconstruction reports for ongoing projects and programs to provide to PMO and Construction for quoting and construction build tracking;
- Perform inflight checks for quality and accuracy of Construction drawings prior to release to PMO;
- Manage and coordinate all inflight builds assigned to understand issues, changes and scheduled completion of phases (Quoting, PreConstruction, Build, AsBuilt, Cost);
- Attend weekly Build Status Review meetings to stay current on known issues and schedule;
- Review Construction Redlines and Production Reporting to ensure accuracy in relation to Cost, Materials and Municipal requirements (Alignment, Z-axis, Deviations, etc.);
- Coordinate information from Project Managers, Field, Quality Assurance, Materials, Engineering and Construction and validate data entry to ensure accuracy and timeliness;
- Communicate with internal stakeholders and the Sr. M of Business Solution & Project Administration of any delays, issues or complications that will affect Client KPIs and requirements delivery;
- Coordinate the release of approved drawings, revisions, preconstruction reports, material changes to construction and ensure company ERP system are kept up to date of changes;
- Manage Program Management Office documentation and data storage systems including both archived and active documentation from design to final posting;
- Adhere to implemented processes including, but not limited to, project protocols, deliverable requirements, department procedures and overall best practices;
- Support the Project Administration team and PMO associates with technical training, issue resolution and administrative support as required;



- Perform other administrative and miscellaneous duties as requested, directed or assigned.

Personal Qualities

- Flexible – open to change and new information and rapidly adapts to shifting conditions or unexpected obstacles;
- Detail oriented – excellent attention to detail with the ability to follow through on assigned tasks;
- Independent - ability to work well under limited supervision;
- Analytical Thinking/Problem Solving - capable of complex reasoning analysis, specifically to construction practices;
- Results focused – driven to achieve, understands deadlines, Client KPIs and requirements
- Interpersonal skills – able to collaborate on projects, maintain effective relationships, and communicate clearly at all levels of the business;
- Adaptability - capable of working in a fast-paced environment, adapt to various situations, and prioritize multiple work assignments simultaneously;
- Team Player skills - possess strong commitment to team environment dynamics with the ability to contribute expertise and follow leadership directives at appropriate times;
- Mentoring – ability to collaborate and assist others in learning the technical aspects of the role; and
- Technical – able to analyze and understand construction drawings and symbols (Civil, Fiber Layout, Mechanical, Plans)

Qualifications

- 4+ years relevant work experience in coordination and/or administration
- Post-Secondary education or equivalent experience in construction is preferred
- Strong interpersonal skills with written and verbal fluency in English
- Proficient in MS Office—specifically Access, Word, Visio, and Power Point
- Intermediate to advanced ability in Excel is preferred (Data Import, Pivot Tables, Excel Functions)
- Proficient in Adobe Acrobat DC (Standard), specifically for editing and commenting
- Computer and technology savvy to work effectively with proprietary software and emerging technologies
- Experience working with ShareFile/SharePoint or other document management systems
- Knowledge of key principles of document layout/engineering design, nomenclature, engineering principles and standards
- Knowledge of project budgeting practices considered an asset

Working Conditions

- Normal office environment with hybrid flexibility
- 40 hours/week, with general hours of Monday through Friday 8:00am to 4:30pm.
- Travel to the field in local areas expected
- Some travel may be required (Limited)

Minimum Education	Preferred Degree or Type
University Degree or Post-Secondary is preferred	Technical Degree or Certificate is an asset
Required Certifications & Licenses	
N/A	

Disclaimer: This job description does not constitute a “contract” between the employee and the employer. The job description duties may change at the discretion of the employer and/or the employer may request the employee to perform duties that are not listed on the job description.