

Job Title	Project Coordinator
NOC	1221
Job Family	Administration
Status	Full-time
JD Last Revised On	06-13-2023

Job Description

The Project Coordinator supports projects by coordinating work across teams, maintaining accurate project data, and supporting reporting and tracking activities throughout the project lifecycle.

This role works closely with Project Managers, Engineering, Construction, and the PMO, and is responsible for owning assigned coordination tasks while escalating risks, issues, or decisions to senior team members as needed.

Responsibilities

- Coordinate assigned project activities across Engineering, Construction, PMO, and Field teams.
- Track project milestones, deliverables, and work orders through defined project stages.
- Identify issues, delays, or data gaps and escalate them to the Project Manager.
- Prepare and maintain regular project reports and trackers.
- Update client information systems as it relates to projects and service orders
- Ensure project documentation is complete, accurate, and properly stored.
- Support pre-construction, progress, and close-out documentation.
- Maintain accurate project data in project tracking systems.
- Update changes, approvals, and revisions as directed.
- Perform quality and accuracy checks on project data and documentation.
- Act as a point of coordination between Project Managers and internal teams.
- Follow up on outstanding items and ensure timely responses.
- Participate in project meetings and provide status updates as required.
- Follow established PMO and project procedures.
- Support consistent application of project standards and best practices.
- Assist with continuous improvement of coordination processes.
- Assist Project Managers as required.
- Perform other related duties in support of project delivery.

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

- 2+ 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
- 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.*

Review & Approvals

SUPERVISOR OR MANAGER:		DATE:	
HUMAN RESOURCES:		DATE:	
EMPLOYEE’S SIGNATURE:		DATE:	

Knowledge	Communication	Problem Solving	Skills
20	20	17	57

Coordination	Impact of Action	Risk Management	Responsibility
17	17	17	51

Motor Effort	Intellectual Effort	Effort
20	40	60

Physical Environment	Psychological Environment	Work Environment
20	20	40