



PROJECT COORDINATORS

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- Full Time, Permanent
- Work Location: New Brunswick & occasionally in Nova Scotia
- Competitive compensation package is based on experience and qualifications
- Company cell phone (or cell phone monthly budget), laptop and vehicle are provided
- Starting Date: to be determine

DUTIES AND RESPONSIBILITIES

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- Fieldwork and support for construction activities such as surveying, execute grading plans
- Health & Safety/Quality Control rep for site projects
- Subcontract/Subcontractors management
- Develop a strong working relationship with company partnered vendors and clients
- Maintain a database of project documentation
- Prepare documentation for submission to client for review
- Coordinating activities to ensure efficient jobsite operations
- Plan ahead to foresee problems, arrange work, and procure materials well enough in advance to avoid schedule delays and rush orders
- Ensure the latest revision of construction documents are in used
- Other duties as assigned

QUALIFICATIONS

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- **Experience:** Some previous experience in Road Building (Highway, Roads, Bridges, Heavy Civil)
- **Education:** Certified Civil Engineering Technology (PTech or CET)
- Skills required: written and verbal communication, planning, organisation, scheduling, and interpersonal relationship, multi tasking and attention to detail
- Proficient in Microsoft Office and Excel
- Ability to read and understand construction drawings
- Ability to work effectively with the Managers and Superintendents

WHY CHOOSE NORTHERN?

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- Competitive Salaries
- Meal Allowance & Nice Hotel Room Lodging
- Travel Accommodations
- Team Environment Oriented
- Career Advancement Opportunity
- On-Boarding Training Videos
- On the Job training thru our Mentorship Program

