

## Project Coordinator

### **Summary**

Under the supervision of the Geotechnical Division Manager, the Project Coordinator will work closely with management and field operations teams. They will be actively involved in assisting in the process of scheduling and coordination of all projects as well as assisting with the preparation of service proposals for all geotechnical division projects. The project coordinator will also be involved with new business development, sales, and marketing.

### **Key Duties and Responsibilities**

- Oversee the planning, organization, scheduling and control of geotechnical division projects from initiation to completion;
- Collaborate with Clients, engineers, consultants and project stakeholders regularly to ensure operational efficiency and effectiveness;
- Prepare project documentation and submissions;
- Monitor and track daily production and completed work;
- Compile project close-out documentation and prepare invoices;
- Participate in Client meetings (in-person and on-site) as required;
- Carry out certain follow-ups and ensure relevant communications to customer service;
- Actively participate in new business development;
- Performs all other related tasks related to the position

### **Profile & Requirements**

- A certificate or Bachelor's degree in relevant field (Engineering, Project Management, Business, etc.) is considered an asset;
- 1 – 3 years of experience in construction, engineering fields, drilling experience considered an asset;
- Strong oral, written and interpersonal communication skillset;
- Possess strong sales and customer service skills;
- Be structured and organized;
- Effective time management, planning and managing priorities;
- Ability to work with deadlines
- Proficient in MS Office and Outlook;

### **Schedule**

- Permanent, full-time.
- At Geotechnical Division office in East Gwillimbury, Ontario
- Be willing to travel occasionally.