



Project Coordinator - Piping

Summary:

The Project Coordinator reports to the Northern Ontario, Operations Manager. He/she assists the Piping Division Manager and Project Manager(s) in ensuring all aspects of the project cycle adhere to TESCO and client policies, procedures performance objectives and performance standards. He/she liaises with project teams to provide and coordinate all information necessary for the success of the project. The activities of the Project Coordinator occur within the TESCO office and/or on construction project sites as required.

Responsibilities & Duties:

- Maintain continuous lines of communication with all project personnel, keeping the Divisional Manager and Project Managers informed of all critical issues.
- Liaises with, and maintains good working relationships with clients, subcontractors, and suppliers.
- Assist Project Managers with all aspects of the job site including planning, organization, and direction of construction activities.
- Assist in the development and implementation of project plans including cost, schedule, and budget.
- Assist in preparation of labour reports, cost reports and expediting materials.
- Complete Purchase Order Requisitions (PORs) for submission and approval.
- Work with Project Manager to identify out of scope items and to budget extras as projects accelerate.
- Assist Project Manager with the negotiation of change orders.
- Maintain document management and file structure including document control logs (i.e., RFIs, shop drawings).
- Ensure job specific external and internal reporting requirements are met with accuracy and on time.
- Assist in implementation and monitoring of safety and quality control.
- Perform quantity tracking for projects.
- With the assistance of the Project Manager, review and approve engineering designs and vendor drawings to ensure conformity with project specifications, TESCO and client policies, procedures and practices, and sound engineering, operating and business principles and practices.

Job Specifications:

- A diploma or degree in construction management or a related field.
- 3 years' experience in construction with industrial experience is preferred.
- Knowledge of process piping, and mechanical systems is required.
- General understanding of QA/QC and Health and Safety requirements.
- Ability to read and interpret blueprints.
- Ability to build, develop and maintain positive relationships both internally and externally.
- Solutions focused with ability to tackle multiple priorities under tight timelines and work in a challenging and fast paced environment.
- Strong sense of urgency and commitment to achieving goals.
- Ability to work collaboratively as part of a team as well as independently.
- Strong interpersonal, communication and organizational skills.
- Superior written and verbal communication skills.
- Strong computer skills, including MS Excel, Word, and Outlook.



- Must be willing to travel and work weekends to accommodate project schedules and/or client needs.
- Must possess a valid driver's license and clean driving record.

Location: Sudbury, Ontario

Term: Full-time Permanent

How to apply: Email resume to employment@tesco.com and use "Project Coordinator-ON" in subject line.