

Valard invites interested members of the participating communities to apply for the following position on the Waasigan Transmission Project (Thunder Bay to Dryden)

Project Coordinator

Project Coordinators will report to and be under the mentorship of a Project Manager (PM) assisting with moving projects forward by maintaining project schedule, cost and strong team communication, contributing to the overall success of the project. In this position, the Project Coordinator would gain field, construction industry, and project management experience while representing Valard and the assigned project.

This is a fixed-term role from December 2024 to July 2027.

Description and Job Duties:

- Gather status updates on project tasks and coordinate schedule updates between the Project Management team and the Project Controls team.
- Support planning activities including parallel activity coordination, developing execution plans, milestone lists and applicable timing, identifying and quantifying uncertainties and risks, and developing contingency plans.
- Coordinate communication between functional groups (Health, Safety and Environment, Quality, Project Systems, PMO, etc.) and subcontractors acting on behalf of Valard or the client with the PM's approval.
- Provide project administrative support where required.
- Help coordinate staff and resources as guided by the construction manager or site supervisors.
- Fulfill both technical and administrative needs as required.
- Attend pre and post construction meetings as required.
- Work with Construction Managers, Supervisors and Foreman to report daily production units.
- Work with Construction Managers, Supervisors and Foreman to track change as needed and obtain all necessary backup documentation for submission to client.
- Keep track of target manhours, schedule, and costs for each project assigned and report back to Project Management Team.
- Plan projects to accomplish goals within constraints such as time, cost and agreed quality standards.
- Managing the project on a day-to-day basis including preparing and forwarding project updates and reports to the Manager.
- Coordinating communication between staff and 3rd parties as required.
- Liaising between the field construction staff and design engineers.

- Liaising with third party engineers when needed.
- Creating, maintaining & constantly looking to improve project processes.
- Support scheduling, accounting, cost & document control, procurement, project filing & communication with all parties.
- Addressing unforeseen circumstances with project leadership.
- Perform other duties as assigned to ensure & maintain the efficiency of the project.
- Assist other project personnel with their duties, as required and if Project Coordinator duties are insufficient to keep busy (no adjustment in wage).
- Interface with other departments and leads as needed and guided by management.
- Collect and provide all the necessary documents and information for site management.
- Ensure that all employee information is kept confidential and secured.
- Self-starter and the ability to work in a team environment or independently.

Requirements:

- Excellent communication abilities.
- Excellent interpersonal skills.
- Analytical and problem-solving skills.
- Effective verbal and listening communications skills.
- Attention to detail; high level of accuracy and maintains data integrity.
- Very effective organizational skills.
- Effective written communications skills.
- Computer skills including the ability to operate spreadsheet and word processing programs and other programs as needed.
- Initiative; proactively oversees.
- People skills: manages complaints and upset people without becoming upset or frustrated.
- Attentive; follows directions and implement processes.
- Understanding of construction drawings and specifications.
- Ability to interpret project schedules. A degree in Civil or Electrical Engineering is recommended and considered a strong asset.
- Experience working with a utility company, (primarily Toronto Hydro) is a strong asset.
- 1-3 years of experience in a construction project environment.
- Previous experience working on a construction site office would be an asset.
- Exemplary knowledge and experience with Microsoft office programs, primarily Excel and Word.
- Working towards a professional designation (P.Eng., PMP).
- Knowledge of project management processes and best practices.



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- Ability to maintain a high level of accuracy and confidentiality concerning project information and status, financial documents, and employee files.

Candidates must be willing to reside in remote areas in a camp environment on a shift rotation of 20 days on and 8 days off (20/8). Work will be conducted in 11 or 12 hour days.

Positions available: 1

Estimated Start Date: December 2024

Closing Date: When Filled

Please forward resumes to hr@valard.com