

JOB OFFER

Project Coordinator

PERMANENT POSITION	POSITION TO FILL 1	Code IN23-17
The place of work is in Nunavik	DEADLINE TO APPLY NOVEMBER 30, 2023	
The normal work schedule is on a rotation of 4 weeks: 2 weeks worked (77 hours per week, 7 days a week) followed by 2 weeks of rest.		

PRIVILEGES & BENEFITS

- Competitive salary including bonuses and a full range of benefits (group insurance, generous pension plan, telemedicine, EFAP, etc.).
- Learning and coaching opportunities.
- A friendly, committed and collaborative work environment.

RESPONSIBILITIES

Under the supervision of the Chief Engineer - Capex Project, the person holding this position is primarily responsible for implementing the Field Control Program. Their main responsibilities are:

- Monitor project schedules, including construction and design.
- Work collaboratively with surveyors and project engineers to ensure field drawings and execution plans are up to date and modified according to relevant information.
- Perform modifications and technical drawings using AutoCAD software.
- Ensure that projects are built in accordance with design specifications and conduct site visits.
- Assist field surveyors in transferring data and creating technical drawings for construction.
- Analyze, assess, and forecast the current state of the project in comparison to the baseline schedule, evaluating the impacts of design or construction changes on the schedule.
- Contribute to monthly and weekly project reports.
- Perform other related tasks associated with this position.

QUALIFICATIONS

- Hold a college diploma in engineering.
- Minimum of 3 years of experience in heavy construction projects within the project management team or equivalent.
- Experience in identifying, tracking, and reporting project-related risks.
- Experience working with project management plans (PMP) and plans, specifications, and estimates.
- Skills in the field of communication (reports, presentations, etc.).

ASSETS

- Good knowledge of MS Office suite software.
- Bilingualism (functional French and English).

PROFILE

- Work with a diverse and multicultural team.
- Autonomy, dynamism, positivity, respect, teamwork, and versatility.
- Ability to work under pressure while maintaining relationships with others.