



FIELD COORDINATOR

ABOUT SIGFUSSON NORTHERN:

Sigfusson Northern is a third-generation family-owned business, which now has a portion of the company being employee-owned. Our primary focus is on building strong and lasting relationships with our employees, our clients, and the communities we serve. Ongoing growth and diversification have led Sigfusson Northern to the forefront of general contracting and heavy civil construction where we incorporate trust, respect, integrity, and commitment to our community in every decision we make and everything we do.

POSITION SUMMARY:

Reporting to the Project Manager, the Field Coordinator will assist the Project Managers, Superintendents, Project Coordinators, and Supervisors by providing project administration support. The Field Coordinator will be working on a rotational basis in a remote location where camp accommodations will be provided.

CORE RESPONSIBILITIES & DUTIES:

- Assist with field scheduling, project tracking and ensuring staff accountability
- Perform a high volume on construction inspections
- Review and explain engineering design drawings
- Work closely with the project team on project budgets and financial implications
- High volume of site coordination and working closely with supervisors, contractors and sub-contractors
- Build and maintain client relationships daily
- Process and review daily progress reports
- Conduct day-to-day field surveying duties as required
- Perform document control duties as required
- Follow all requirements of the company health and safety program and support a safe work environment
- Provide support to the Project Manager, Superintendent on a technical or as needed basis
- Attend project site meetings when required
- Other duties and responsibilities as assigned by Supervisor

EDUCATION, EXPERIENCE & SKILLS:

- Minimum 3+ years' experience working in the construction industry
- Construction related education will be considered an asset



- Experience with Primavera P6, Bluebeam, MS Project, and AutoCAD will be considered an asset
- Ability to read and understand construction documents and drawings
- Advanced MS Office (Word, Excel, Outlook) is required
- Critical thinking and effective decision-making skills are required
- Ability to work independently and as part of a team
- Ability to work under pressure and meet strict deadlines
- Strong communication skills both verbal and written as well as electronically
- Strong accuracy and attention to detail
- Must hold a valid driver's license

If you are interested in this opportunity and meet the requirements for the role, please click **Apply** and send your resume directly to **Sherri Bowles**.