



PROJECT 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 Project Coordinator will be working on a rotational basis in a remote location where camp accommodations will be provided. The Project Coordinator will support the Project Managers, Superintendents, Engineers and Foremen by providing project administration support.

CORE RESPONSIBILITIES & DUTIES:

- Follow all requirements of the company health and safety program and support a safe work environment
- Provide support to the Project Manager, Superintendent, and Foreman on a technical or as needed basis
- Work closely with field personnel on construction specific issues to ensure all information is effectively presented to facilitate proper installation
- Ensure compliance with technical specifications and project drawings
- Involvement in project administration activities including pricing of change orders, shop drawing review, and subcontractor coordination
- Maintain job diaries and site photos
- Maintain project documentation in a manner consistent with contract deliverables and Sigfusson Northern's file structure
- Monitor and track production, hourly work etc.
- Assist in preparing RFI's, NCR's, change orders, daily reports and other project related reports
- Create and maintain critical path method (CPM) Primavera schedules
- Assist Project Manager to enforce the construction schedule and cost controls
- Involvement in project status reports and on-going cost projections
- Assist with invoicing and preparing of supporting documentation for monthly reporting
- Support the Field Engineer/Project Manager in developing punch lists describing work to be completed with associated material requirements



- Assist Project Manager in preparing project close out reports to ensure sign off by all required parties
- Attend project site meetings when required
- Other duties and responsibilities as assigned by Supervisor

EDUCATION, EXPERIENCE & SKILLS:

- Minimum 2+ years' experience working in the construction industry
- Construction related education will be considered an asset
- Experience with Primavera P6 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**.