



PROJECT COORDINATOR, BUILDINGS & INFRASTRUCTURE

LET US INTRODUCE OURSELVES!

Sigfusson Northern, historically a family-owned business, has entered its 4th generation of ownership encompassing employee participation. Our primary focus is building strong and lasting relationships with our employees, our clients, and the communities we serve. Ongoing growth and diversification have positioned Sigfusson Northern at the forefront of heavy civil construction and general contracting, known for our ability to overcome any obstacle. Tough, reliable, and quality-driven, we consistently deliver the highest value. We know the north. We are multi-faceted. We help lift communities. We embrace new technology. And we are highly skilled.

WHAT THE ROLE IS ALL ABOUT!

Reporting to a Project Manager, the Project Coordinator will have varying assignments based on project needs. The position offers a mix of both field and office-based work, with the potential for remote location assignments, where camp accommodations will be provided. You will be assigned to a Project Manager and work alongside other University of Manitoba (U of M) and Red River College (RRC) graduates, contributing to collaborative efforts within the project team. The role provides opportunities to interact with all levels of project design and construction team members, offering a comprehensive learning experience in project administration and technical support.

ESSENTIAL CONTRIBUTIONS WE NEED FROM YOU!

- 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

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- 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

WHAT WILL MAKE YOU BE A POSITIVE IMPACT?

- Experience in the construction industry will be considered an asset.
- Completion of a construction related degree or diploma training program will be considered an asset.
- Experience with scheduling software MS Project or P6 will be considered an asset.
- Experience with leveraging digital construction tools (BIM, VDC, Drones etc.) 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.

READY TO JOIN US?

If you have additional questions related to this role, please reach out to **Corie McKay** directly and she will be more than happy to assist you! If you are ready to send us your application, please click **Apply**, attach your resume and submit it directly to Corie.

Only those moving forward in the process will be contacted by our wonderful recruitment team!

EQUAL OPPORTUNITY EMPLOYER? YOU BET!

The finalized base pay for a successful candidate at Sigfusson Northern is determined based on several job-related influences such as experience, training, market demands, location, role expectations etc.

Sigfusson Northern is proud to be an employer who provides equal opportunities. Our team is successful because we consist of individuals from all backgrounds who contribute diverse experiences, perceptions, and skillsets that allow our company to continuously develop, grow, and succeed.

CAREER GROWTH? ABSOLUTELY! We are known to work on challenging yet exciting projects, and we know our success comes from our people. Growth opportunities are available and your personal and career growth are a top priority for us. We are confident you will elevate your skillset and be provided with continuous learning opportunities throughout your entire career with Sigfusson Northern.

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MENTAL, PHYSICAL, & FINANCIAL HEALTH FOCUS? ALWAYS! We Care is one of our core values and we truly care about your mental, physical, and financial health. **Time to recharge?** Yes. We have a great work-life balance initiative which includes a competitive vacation program and flexibility. **Competitive salaries & benefits?** Yes. We are always ensuring our employees are taken care of and we offer an appealing compensation and benefits package, along with additional perks.

A COLLABORATIVE, MOTIVATING, AND FUN ENVIRONMENT? OF COURSE! In your first few days, it's all about getting settled in, meeting your new teammates, and ensuring you have everything you need to be successful in your role. We care about first impressions, and we want to make sure you have the best one. Our onboarding experience is something we take seriously, and we want you to feel valued as soon as you walk through the door. We continuously put on exciting company events, celebrations, and have recognition programs to show our employees that we appreciate them, and we encourage collaboration, and a dynamic, strong, and positive workplace culture.

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