

PROJECT COORDINATOR, GENERAL CONTRACTING

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 the Project Manager, the Project Coordinator will take on diverse assignments based on the specific needs of each project. In this role, the Project Coordinator will support Project Managers, Superintendents, Engineers, and Foremen by providing both administrative and technical assistance. This position offers a unique opportunity to engage with all levels of the project design and construction teams, providing a well-rounded learning experience in project administration and technical support. The role includes a balance of field and office-based work, with potential remote assignments where camp accommodations will be provided.

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.
- Assist Project Manager in preparing project close out reports to ensure sign off by all required parties.

THIS IS WHAT WILL MAKE YOU A POSITIVE IMPACT!

- Experience working in the construction industry on buildings and infrastructure projects.
- Completion of a construction related degree or diploma training program will be considered an asset.
- Proven experience with scheduling software MS Project or P6.
- Advanced MS Office (Word, Excel, Outlook) is required.
- Experience with leveraging digital construction tools (BIM, VDC, Drones etc.) will be considered and asset.
- Experience and ability to read and effectively interpret IFC drawings, specifications, and work packages.
- The ability to promote and ensure compliance with company policies and procedures effectively and professionally.
- Understand the importance of collaboration with various departments to ensure success for the entire company.
- Ability to work in a fast-paced, always changing environment, which requires critical thinking and last-minute priority adjustments.
- Must be able to present a clear security clearance check and pass an alcohol & drug test prior to commencing employment and if required, throughout employment.
- A valid driver's license is required.

READY TO JOIN US?

If you are ready to send us your application, please click Apply, attach your resume and submit it directly to our **People & Culture team**.

Only those moving forward in the process will be contacted by our dynamic team of Recruiters!

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.

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. **Financial support?** Sigfusson Northern provides access to financial outlets and has educational sessions to assist our employees with financial planning and preparation. We care about your future!

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.

SO, WHY CHOOSE US?

- Our **company culture**; it's something unique and special.
- This opportunity allows you to be a **valued leader** in our company.
- The opportunity to bring a **renewed perspective** and innovative approaches to our project operations.
- **Competitive salary, above market bonus program.**
- An **employee-owned** company.
- **Employer paid** benefits.
- **RSP/DPSP** Program.
- **Learning and development** opportunities and reimbursements.
- Continuous **leadership training** provided.