NAHANNI CONSTRUCTION LTD.

PROJECT COORDINATOR

At Nahanni we are cold weather and remote location construction experts. Our clients benefit from our ability to provide all-inclusive construction services and project management. These services help us deliver turnkey operations and logistical services for all of your remediation, industrial and commercial construction needs. All of our work is safety focused and quality oriented, and with over 30 years construction experience in the North we have the staff, equipment, and skills to get the job done right.

ABOUT THE POSITION

Nahanni Construction Ltd. is accepting resumes for Project Coordinators. This role is targeted for a person with proven project experience in the industry. The specifics and terminology of our industry can be learned over time, but the candidate must be flexible and practical. Candidates must be comfortable working with a team of engineers, project managers, and tradespeople.

This is a site-based position that will work on a rotational basis (2-3 weeks at site, followed by 1-2 weeks off).

SCOPE

- Assist with developing and refining the work scope to meet the Client's project objectives.
- Ensure the Client's requirements are understood and addressed as the project evolves.
- Coordinate project activities, personnel, equipment, materials, and information.
- Break the work into manageable activities and establish appropriate timeframes.
- Assign and track tasks for internal teams and assist with maintaining the project schedule.
- Work with estimators and the project team to clarify scope, obtain quotations, and price changes or additional work.
- Help plan the work from initial development through field execution, including long-lead material procurement.
- Work with vendors to expedite deliveries or identify suitable material substitutions when required.
- Assist with preparing and updating project budgets and forecasts.
- Identify and assess project risks, constraints, and opportunities.
- Work with office and field staff to monitor labour hours, equipment costs, expenses, quantities, and productivity.
- Prepare and maintain project documentation, logs, plans, reports, RFIs, submittals, and meeting minutes.
- Keep the Client, project management, field supervision, and internal stakeholders informed throughout the project.
- Maintain a productive Client relationship and support successful project delivery to encourage repeat business.

REQUIREMENTS

- Minimum three years' experience in a related project coordination position.
- Experience with industrial concrete, civil construction, mining, or large-scale construction projects
- Construction management, engineering technology, civil engineering, or a related post-secondary education is considered an asset.
- A very high level of MS Office computer skills will be required. Competency with MS Project is an asset
- Strict adherence to the Health & Safety program and an attitude towards safe work.
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse environment.

100 NAHANNI DRIVE, YELLOWKNIFE, NT, X1A 0E8
(867) 873-2975 | JOBS@NAHANNINCL.COM

- Strong attention to detail.

COMPENSATION & BENEFITS

- Nahanni provides competitive pay and benefits. Compensation is dependent on experience.
- Nahanni pays for, and books travel to and from the project site. In addition, employees are entitled to a rotational travel allowance.