



Project Coordinator

TESC is seeking a highly organized and motivated Project Coordinator to support the successful delivery of industrial construction projects. This role is responsible for coordinating project activities, maintaining project documentation, supporting scheduling and cost tracking, and ensuring effective communication between all project stakeholders.

What You'll Do

- Support Project Managers with the planning, execution, monitoring, and closeout of multiple projects.
- Coordinate communication between site teams, subcontractors, suppliers, and clients.
- Track project progress, labour hours, costs, quantities, materials, and equipment.
- Assist with procurement activities, including purchase order requisitions and supplier coordination.
- Develop, maintain, and update detailed project schedules and perform schedule analysis.
- Support the identification and documentation of change orders and out-of-scope work.
- Prepare and manage RFIs, transmittals, submittals, shop drawings, and other project deliverables.
- Coordinate site logistics, mobilizations, demobilizations, travel, and accommodations for remote projects.
- Prepare meeting agendas, capture minutes, and track action items to completion.
- Monitor and report on installed quantities, rates of completion, productivity trends, and project performance.
- Assist with progress billing, cost reporting, labour/equipment/material tracking, and forecasting activities.
- Maintain accurate project records, documentation, and reporting systems.
- Promote and support TESC's Health, Safety, and Environmental (HSE) standards and quality processes.

What You Bring

- Post-secondary diploma or degree in Construction, Engineering, Project Management, or a related discipline.
- Minimum 3 years of relevant project coordination experience.
- Industrial construction experience is strongly preferred.
- Proficiency in Microsoft Office Suite, including Word, Excel, Outlook, and MS Project.
- Ability to read and interpret construction drawings, specifications, and technical documentation.
- Valid Ontario Class G Driver's License with a clean driving record.
- Exceptional organization, time management, and communication skills.

What We Offer You

At TESC, we recognize that great people build great projects. We offer a competitive total rewards package designed to support your career, well-being, and future.

- Competitive compensation, including performance-based incentives
- 100% employer-paid health benefits
- Progressive employer-matched pension plan
- Paid vacation, sick days, and statutory holidays
- Ongoing career development and advancement opportunities
- The opportunity to work on complex, high-impact industrial projects
- A strong safety culture and team-oriented environment where people support one another

Salary for this position is under review.

TESC is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, accommodation is available throughout our recruitment process for applicants with disabilities.

READY to build your career with TESC? Apply today at careers@tesc.com