



Material Coordinator

Project-Specific Assignment (6-8 Months) Camp-Based | Northern Ontario

Are you organized, detail-oriented, and experienced in coordinating materials in a fast-paced construction environment? TESC is seeking a Material Coordinator to support a major industrial construction project in Northern Ontario.

In this role, you will be responsible for receiving, tracking, inspecting, and coordinating materials from the laydown yard to active construction work fronts. Working closely with field supervision, quality personnel, procurement teams, and project management, you will play a critical role in ensuring materials are available when and where they are needed to keep the project moving forward.

This is a camp-based assignment with accommodation and meals provided.

What You'll Do

- Receive and inspect materials supplied by both the client and TESC.
- Verify shipments against packing slips, purchase orders, drawings, and project specifications.
- Identify and report shortages, damages, discrepancies, and quality concerns.
- Coordinate with Quality personnel to ensure materials meet project requirements before installation.
- Maintain accurate receiving records and material traceability documentation.
- Coordinate material staging and availability to support construction activities.
- Track material movements, transfers, inventory levels, and usage.
- Maintain material tracking systems and inventory records.
- Conduct routine inventory counts and reconciliations.
- Prepare material status reports and communicate shortages or delivery concerns.
- Maintain visibility of material locations between laydown and field areas.
- Communicate material risks or delivery issues that may affect construction schedules.
- Develop and maintain positive working relationships with client and project team stakeholders.
- Maintain organized, safe, and efficient storage and laydown areas.
- Ensure materials are stored and handled according to project and manufacturer requirements.

What You Bring

- Minimum 3 years' experience in material coordination, inventory control, warehousing, quality control, or construction support.
- Experience supporting industrial, civil, mechanical, or structural construction projects.
- Strong understanding of construction materials and material management processes.
- Ability to read and interpret drawings, specifications, material lists, and construction documentation.
- Proficiency with Microsoft Office, particularly Excel and Outlook.
- Excellent attention to detail and documentation practices.
- Valid Ontario Class G Driver's Licence with a satisfactory driving record.
- Ability to travel and operate a company vehicle on project sites and access roads as required.

- Ability to safely lift up to 40 lbs and perform the physical demands of the role, including walking extended distances, kneeling, bending, twisting, and reaching overhead.

The expected pay range for this role is \$36 - \$42 per hour.

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