



Project Coordinator

8-Month Contract, 14 days on, 7 days off rotation. Camp Environment (accommodation and meals provided)

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.
- Participate in process improvement initiatives and support onboarding of new team members and student interns.

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.
- Willingness to travel to remote project and camp locations.
- Ability to work extended hours, rotational schedules, or weekends as required.

The expected pay range for this role is \$35.75 - \$42.06 per hour. Job-specific allowance paid in addition to the standard hourly rate to reflect particular assignment requirements, including site conditions, location, or the complexity and scope of the work. Any applicable allowance will be identified separately in the offer.

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.

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