



SNC•LAVALIN
ProFac

CAREER OPPORTUNITY

Project Coordinator

Reference No.: Lon-005
SCU: PWGSC
Open Date: 2008-07-18
Closing Date: 2008-08-01

SUMMARY OF POSITION

Location: 451 Talbot, London

This position reports to the Project Manager and is responsible for coordinating the project throughout the various stages of the project life cycle.

RESPONSIBILITIES

Work with the operations staff and the client to establish the user requirements

Identify any potential health and safety issues

Coordinate the commissioning requirements

Coordinate the procurement of consultants to work on the project including assisting with the preparation of the RFP, selecting consultants to be invited following ProFac guidelines, arranging site visits, analyzing proposals and making recommendations on the successful bidder.

Review plans and specs, tender package, estimate and schedule to ensure that work will not interfere with the client's operations. Send plans and specs to operations staff, Fire Marshall and client as required for comment.

Coordinate procurement of contractors by attending tender opening, analyze tenders with the consultant and recommending the lowest bidder.

Coordinate construction start-up meeting and secure all required documents from the contractor

Coordinate security requirements and shutdowns as needed

Identify any non-conformance to contractor and ensure corrective action is taken

Coordinate training sessions with operations staff and contractors

Arrange for final inspection of the project

Secure all required closeout documents

Send operations and maintenance manuals to the Maintenance Team Lead

Conduct coordinator and consultant evaluation.

QUALIFICATIONS

College Degree or certification preferably in Project Management , Architecture technology , mechanical/ electrical technology or a Minimum 3 to 5 years general construction and project management experience.

Strong working knowledge of Microsoft Office, Word, Excel, Access.

Excellent verbal and written communication skills

Ability to work independently as well as in a team environment

Strong analytical and problem solving skills.

Ability to create user-friendly and informative reports for management and analytical purposes

Detail oriented with an adaptability to change, and an ability to multi-task and prioritize

Practical experience in financial or project management systems in a definite asset

Experience in construction or project management environment is a definite asset

Demonstrates resourcefulness and solid time management skills

Demonstrates initiative, energy and motivation

**Send Resume's to
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