



## Project Coordinator

***An excellent opportunity for an Engineer in Training (EIT) or Certified Engineering Technologist (CET looking for the next step on their career path...***

*Synergy HR Consulting is Human Resource Management and Recruitment firm – providing a broad range of HR & Recruitment services to a variety of businesses in all industries in Western Canada. We work collaboratively with our clients to ensure we understand their core business, building teams that are engaged, empowered and accountable. Our meaningful, long-term relationships with our clients make us an industry leader in providing exceptional HR and Recruitment support.*

On behalf of our client, CIMS Limited Partnership, Synergy HR is seeking a ***self-starting, team player willing to work collaboratively towards achieving the strategic goals of the company*** to fill the permanent role of ***Project Coordinator*** based in Port Coquitlam, BC office, but working predominantly remotely in the field supporting construction projects. The first project being located in Port Coquitlam, BC.

CIMS LP is 100% Canadian owned and operated mechanical contractor serving locations across Canada. CIMS provides services in the heavy industrial sector including the largest plant shutdowns and complex industrial projects in the Oil & Gas, Mining & Industrial, Pulp & Paper, and Power Generation industries. In addition to being an industry leader and formidable market leader, CIMS is passionate about hiring and retaining the market's best talent and offers exciting work, training & development, engagement and opportunity to all of its employees.

In the position of ***Project Coordinator***, reporting to the VP Operations, assisting with proposal submissions and project coordination at the Port Coquitlam head office as well as in the field.

### ***You will be accountable for:***

#### ***Project Roles and Responsibilities***

- Primary responsibility is to provide daily support with proposal submissions and project coordination.
- Serve as a key link with the clients and review the deliverable prepared by the team before passing onto client.
- Communication and schedule management and assisting the project's team members with their individual contributions to the project.
- Attend site meetings when the Superintendent is unable to be present for and take down necessary information.
- Perform a key role in project planning, budgeting, and identification of resources needed.
- Assist with creating teams, develop the objectives/goals of each and assign individual responsibilities.
- Project accounting functions including managing the budget, tracking if team expenses and minimizing exposure and risk in the project.
- Ensure that construction activities move according to predetermined schedule and plan.
- Devise the project work plans and make revisions as and when need arises.
- Communicate effectively with the contractors responsible for completing various phases of the project.
- Co-ordinate the efforts of all parties involved in the project, which includes QA/QC, Engineering, Consultants, Contractors, sub-contractors.
- Monitor the progress of the construction activities on a regular basis and hold regular status meetings with all the sub-teams.
- Maintain strict adherence to the budgetary guidelines, quality and safety standards.
- Coordinate and ensure submittal of project closeout documentation.

- Support the end-to-end proposal/RFP/presentation response process to ensure all expectations, actions, and timelines are understood and met.
- Guide the proposal team in developing proposal win themes and ensure they are reflected throughout the proposal.
- Write, edit, and format proposal drafts and final versions to ensure they are accurate, well-written, and persuasive.
- Continually improve the proposal process through best practices.
- Other duties as assigned

***To be successful in this role you must have:***

- Graduate of Engineering – EIT or Certified Engineering Technologist CET
- 3-5 Years of EIT or CET construction related experience
- Pleasant demeanour with an ability to handle multiple time-sensitive tasks while working within a team environment.
- Well-developed oral and written communications, and interpersonal skills
- Appropriate level of experience associated with engineering/architectural design or construction firms would be an asset. .
- Heavy industrial mechanical field experience and understanding the construction process.
- Must possess a high level of organizational, time management and prioritization skills.
- Must be proficient with MS Office (specifically Excel and Word), Primavera and MS Project.
- Experience with Timberline and AutoCAD would be an asset.
- Knowledge of construction sub-trades would be an asset.
- Must be willing to travel and take on field project assignments. Time away from home can vary depending on duration of project.

If you feel you are qualified for this role, please submit your resume to Darlene Biagioni @ [dbiagioni@synergyhrconsulting.net](mailto:dbiagioni@synergyhrconsulting.net)

***Only candidates who are most qualified for the position will be contacted.***