**JOB TITLE:** Project Coordinator

**REPORTS TO:** Project Manager

**SUBORDINATES:** N/A

**Position Summary**

Reporting to the Project Manager (PM) the Project Coordinator (PC) is responsible to support the planning, management, and execution of PBN Projects. This hourly position is based out of the Saskatoon, SK office on a Monday to Friday 8:00 – 5:00 basis. Flexibility in travelling to remote work sites and PBN offices will be required regularly pending project needs.

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This position is a Safety Sensitive Position and will require a Pre-Employment Drug & Alcohol test. As well there will be at minimum one yearly client site pre-access test but if required more then one per year depending on site requirements. It is a requirement of the position to remain fit for duty for the duration of employment.

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**Responsibilities**

* Assist with completion of paperwork as directed by the PM including subcontracts, daily/weekly/monthly reports, weekly HSE stats, LEM’s, time sheets, equipment tracking, meeting minutes, shop drawings, monthly equipment hours, etc;
* Assist as directed by the PM on tracking & reporting production rates on daily basis;
* Assist the PM with resource planning and scheduling (both crew and equipment) including planning project flights, gate passes, permits, etc;
* Assist in creation of subcontract agreements and liaison any subcontractor requirements;
* Assist in the development and implementation of PBN’s HSE program;
* Assist in the development and implementation of PBN’s QA/QC program;
* Procurement of supplies and materials needed for projects, including but not limited to sending out quotes, analysis of quotes for complete and accurate information, delivery dates, etc.;
* Assist the PM with required admin documents. Not limited to purchase orders, cost coding and tracking, invoice creation and tracking, LEM’s creation and any other possible administration duties;
* Assist the PM with change management process and associated paperwork, including but not limited to change orders, change directives, requests for information, etc;
* Ensure that the project folders and project documents are organized and maintained.
* Review contract documents, specifications, and drawings to assist in planning and execution;
* Assist the PM with construction schedule and complete updates and forecasting using MS Project;
* Perform periodic site safety inspections as well as any necessary site visits that could be required.
* Review the schedule of values (cost control) and assist with updates and forecasting.
* Organize, schedule and arrange Travel requirements for crew member’s including booking hotel rooms, scheduling crew mobilization/demobilization and any other travel requirements for site crews as required;
* Take minutes at internal meetings, issue to project team;
* Other tasks and duties as assigned by the Project Manager;