

Job Posting: 6216 - Position: Junior Project Coordinator, Co-op

Co-op Work Term Posted:	Fall 2018
App Deadline	08/19/2018 11:59 PM
Application Method:	
Posting Goes Live:	08/09/2018 08:35 AM
Job Posting Status:	Expired

Company Information

Organization	EllisDon
Salutation	Mr.
Job Contact First Name	John
Job Contact Last Name	Doe
Contact Title	Assistant Project Manager
Address Line One	#300, 7330 Fisher Street SE
City	Calgary
Province / State	Alberta
Postal Code / Zip Code	T2H 2H8
Country	Canada

Job Posting Information

Term Posted	Fall 2018
Job Title	Junior Project Coordinator, Co-op
Duration	4-8 Months
Job Location (City/Town)	Lethbridge
Job Location (Province/State)	Alberta
Job Description	

At EllisDon, we're constantly pushing the limits of what we've done in the past - propelling ourselves toward bigger and better opportunities, while exploring new market sectors and services. So it only seems natural that we'd hire people who have their own voice and aren't afraid to use it. These are people who are simultaneously critical, creative and captivated by construction. They make our business their business, and follow a path that with continuous learning and an innovative spirit leads them to be recognized as leaders in the industry. We hire these types of people knowing they are as diverse as we are, and they come on board because they share our core values. Then we simply give them the freedom to take their career (and EllisDon) further.

Picture the Possibilities

You come into work every day knowing that you are a key part of building new and exciting projects. It's a lot of pressure sometimes, but you enjoy being part of a team that allows you to see the results of your efforts as the building progresses. Your co-workers look to you for answers, and your manager gives you the freedom to excel. When you walk down the street, you look at major projects and think "I know how that came together?".

The Project

EllisDon Construction Services is currently managing the construction of a potato processing plant for Cavendish Farms in Lethbridge. We are hoping to recruit a co-op student to assist the Project Management team for a 8 month term (beginning of September 2018 to the end of April 2018) or a 4 month term to start with.

In the position of a Junior Project Coordinator, we would ask you to do the following:

- Maintain accurate and up-to-date shop drawings, track the status of RFIs and changes
- Work alongside and regularly communicate with owners, architects, contractors and engineers
- Review, interpret and update construction schedules
- Assist the Project Manager and Superintendent in project administration and field work
- Conduct quality control activities, inspection programs and periodic updating of construction progress records

Job Requirements

Sounds challenging and exciting right? Here are a few of the attributes and experience you need to be successful in this position:

- You are in the process of completing a degree in Management, likely interested in or taken a course in Project Management
- You have a background related to construction, agriculture, engineering, or manufacturing
- You have an understanding of scheduling and project management software and/or learn new software quickly
- You can work positively within a team to achieve a common goal of completion of the project

Preferred Academic Level	Undergraduate
All Programs	No
Targeted Degrees and Disciplines	Bachelor of Management (BMGT) Accounting Computer Science BMgt Economics BMgt Finance General Management Human Resource Management & Labour Relations Indigenous Governance and Business Management International Management Management Information Systems Marketing Political Science BMgt
Salary	0.0
Projected Start Date	September 04, 2018 12:00 AM
Projected End Date	April 30, 2019 12:00 AM

Application Information

Application Material Required	Resume Cover Letter Transcript
--------------------------------------	--------------------------------------