



PROJECT COORDINATOR

Fraser River Pile & Dredge (GP) Inc. (FRPD) is Canada's largest Marine & Infrastructure, Land Foundations and Dredging contractor. The company is privately owned with operations mainly in Western Canada and the Northwest Territories.

FRPD is a growing, award winning company with opportunities for advancement. We focus on the development of talented professionals looking to take advantage of the diverse scope of our many exciting projects and offer a top-level compensation package including an industry leading comprehensive benefits package and a company paid pension plan.

We are seeking an Entry Level Project Coordinator who is career orientated and interested in becoming an expert in our specialized field of marine construction, dredging and land foundations. This position will assist and report directly to the Project Manager and/or Superintendent and will provide and coordinate all information related to project management.

Key Responsibilities:

- Assist in the preparation of safe work plan and hazard assessment of the site and trades/work
- Ensure job site toolbox talk and site inspections are carried out and submitted as per the health and safety program requirements
- Understand client requirements, and assist in estimating the equipment or manpower necessary to carry out the work in an efficient, safe and environmentally friendly manner
- Assist project managers in preparing for the project commencement
- Ensure material and equipment requisitions are submitted, clearly and are correctly completed
- Submit requests and ensure all permits and all permissions are in place prior to the work commencing
- Prepare or assist in project related client invoicing and provide supporting documentation where required
- Provide ongoing support to Project Managers and Superintendents in various related tasks

Required Skills & Qualifications:

- Diploma in Civil Technology or Degree in Civil Engineering
- Eligible (upon achieving required experience levels) for ASCT or P.Eng. registration
- Ability to read and interpret design drawings and specifications
- Strong work ethic and interpersonal skills
- Motivated and committed to learning
- Attention to detail and the ability to recognize discrepancies
- Strong organizational, problem solving, verbal and written communication skills
- Must have own vehicle or mode of transportation to and from various work sites.

Qualified candidates are invited to submit their application to:

Email to: careers@frpd.com (please state job title in email subject line)

We thank all applicants for their interest; however only those selected for an interview will be contacted.