

Project Coordinator
Saskatoon, SK

We are looking for a Project Coordinator to join our team in Saskatoon. The Project Coordinator ensures engineering projects are completed on time, within budget and scope, and meet client expectations. This includes coordinating engineering services with our engineers, drafting technologists, inspection service coordinators, and clients.

Key Responsibilities:

- Work with customers and technical employees to understand scope and develop estimates
- Create and provide quotes to customers
- Develop project plan and manage scope, timeline, and budget for assigned projects
- Coordinate internal and external resources, equipment, and information
- Schedule and document stakeholder meetings and communications
- Communicate project progress, changes, and issues with relevant stakeholders
- Ensure project team members understand their responsibilities for budget, scope, milestones, and deliverables
- Provide regular project status reports and maintain project documentation
- Log project schedule and budget in project management system and update as necessary
- Identify project risks with relevant stakeholders and develop risk response plan
- Monitor implementation of risk responses
- Identify and address project issues and conflicts to keep project on plan
- Serve as a point of communication between clients and internal and external resources
- Close out projects including ensuring deliverables are completed and closeout procedures are followed
- Capture and communicate lessons learned to ensure success of future projects
- Build and sustain relationships with clients and outsider resources, including third-party vendors
- Participate in company safety programs

Required Qualifications:

Education

- Diploma in engineering technology, project management, or a related industry
- Completion of a project management course or certificate is strongly preferred

Experience

- Minimum 2 years of experience in a related role or industry
- Estimation experience is strongly preferred

Knowledge/Skills/Abilities

- Strong written and verbal communication skills
- Knowledge of project management concepts, terminology, and techniques
- Knowledge of Saskatchewan industrial, construction, and resource sector
- Computer skills with proficiency in Microsoft Office

Competencies:

- Interpersonal Skills: Effectively communicating, building rapport, and relating well to all kinds of people
- Planning and Organizing: Establishing courses of action to ensure that work is completed effectively
- Project Management: Identifying and overseeing all resources, tasks, systems, and people to obtain results
- Customer Focus: Anticipating, meeting, and/or exceeding customer needs, wants, and expectations
- Teamwork: Cooperating with others to meet objectives
- Flexibility: Readily modifying, responding, and adapting to change
- Time and Priority Management: Prioritizing and completing tasks to deliver desired outcomes within allotted timeframes

About Us:

Kova Engineering Saskatchewan is a diverse and unique engineering and consulting company with over 25 years in the crane and lift equipment industry. We improve customer safety by providing outstanding engineering and inspection services. The key to our success is our employees who are hardworking, professional, and value the safety of their co-workers and our customers. For more information about our Canadian owned and operated company, please visit kova.ca.

Our values:

- Safety: we are committed to a diverse and inclusive culture to ensure the safety of our employees and customers
- Integrity: we are uncompromising in our honesty and integrity in everything we do
- Collaboration: we meet and exceed customer expectations through teamwork and collaboration
- Excellence: we achieve excellence by continuously improving all aspects of our business

We offer:

- A competitive wage
- Health and dental benefits
- Life, critical illness, and disability insurance
- Group retirement plan
- Employee assistance program