Jp2g Consultants Inc.
ENGINEERS · PLANNERS · PROJECT MANAGERS

Job Posting 26-PET01
Project Coordinator – Peterborough

Overview

Jp2g Consultants Inc. is an employee owned, multi-disciplinary consulting firm providing a comprehensive range of planning, engineering, environmental, and project management services to the public and private sectors, from offices located in Arnprior, Belleville, Kingston, Ottawa, Pembroke, and Peterborough. Jp2g is committed to maintaining client satisfaction, encouraging employee growth, and enhancing the communities we live in.

Our growing organization currently requires a **Project Coordinator** As a member of our professional team, the Project Coordinator will be responsible for providing support to the project management team for a variety of tasks including; project management, administration, business development, project delivery, financial management and client satisfaction.

Jp2g believes in employee empowerment. As a valued member of our professional team, you will enjoy a unique working environment and be provided with opportunities to demonstrate your initiative while developing your skills.

We are looking for someone who is diligent, hardworking, and team oriented.

Job Information

Job ID: 26-PET01

Location: Peterborough, Ontario

Experience (years): 0+

Status: Permanent, full-time

Industry: Engineering

Number of Positions: 1

Salary Range: $25 - $35

Jp2g compensation packages are based on several factors that are unique to each candidate, including but not limited to skill set, depth of experience, certifications, education, and specific work location.

Role and Responsibilities

These roles and responsibilities are not intended to be all inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of Jp2g.

Managing the Project Day to Day

- Work under direct supervision of Department Manager or Designate
- Complete tasks assigned by Project Manager as required to assist in the completion of projects
- Provide project coordination for several minor and major projects.
- Organize the preparation of project proposals, work breakdown structures, schedules, and budgets
- Ensure that the project is set up accurately in Ajera and the project folder.
- Gather and submit all Client required start-up documents (contracts, insurance, WSIB etc.)
- Attend project kick-off meetings, develop a deliverable work-back schedule including coordination milestones
- Participate and record accurate meeting minutes for regular project and client review meetings
- Ensure schedule expectations are consistent between Jp2g project manager and client
- Monitor project progress and proactively prompt project team members to meet upcoming deadlines
- Track and report on-time delivery of assignments
- Assist with preparation of presentations and materials for design projects, at forums such as Public Information Sessions and Council meetings

How to Apply

Send your resume to:

Email: careers@jp2g.com

Subject: 26-PET01 – Project Coordinator – Peterborough
We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.

- ❖ Report any Client complaints in accordance with QMS Policy P19-14 Client Complaints
- ❖ Reviews invoices for sub-consultants ensuring fees are within agreed budget.
- ❖ Support PM in tracking project working hours, budget, plans, money spent using Deltek Ajera
- ❖ Prepare project invoicing including preparation of supportive reporting, forecasting, and Accounts Receivable follow up, with oversight from Project Managers
- ❖ Monitor accounts receivable and work with accounting staff to follow-up on outstanding accounts receivables
- ❖ Perform QC surveillance on projects and ensure QMS requirements are met, including proactively pursuing missing information or records
- ❖ Review reports, specifications, and other documents for adherence to quality and QMS/ client standards
- ❖ Monitors the completion of deliverable review and approval in accordance with QMS Policy P19-09 Minimum Project Requirements.
- ❖ Maintain familiarity with current techniques, codes, and standards; sustain and improve technical skills
- ❖ Participate in QMS project audits
- ❖ Compile submission package and forward to the client once PM has reviewed
- ❖ Ensure Client's final acceptance is filed
- ❖ Adhere to Jp2g's QMS Policies and Procedures
- ❖ Provide document management of Jp2g files using Windows Explorer
- ❖ Store, secure, revise, retrieve, and distribute electronic and hard copy documents
- ❖ Process and control a variety of documents and drawings per established guidelines and procedures
- ❖ Manage the flow of documents to and from all appropriate parties
- ❖ Maintain accurate revision control of documents
- ❖ Respond to internal and external documentation requests
- ❖ Assist in researching new systems, resources, and working practices to increase efficiency, productivity, and overall profitability
- ❖ Maintain accurate document control logs including requests for information (RFI), action logs, risk register, shop drawings and submittals.   Follow-up with responsible party to have responses completed within agreed upon timeline.
- ❖ Ensure that contractor deliverables are being reviewed within the timelines noted in either the contract documents or as agreed upon during the project kick-off meeting
- ❖ Complete archiving of all project information
- ❖ Follow Jp2g required safety standards and guidelines
- ❖ Follow Client required safety standards and guidelines

Leadership

- ❖ Must be able to work with others as a team, effectively communicate with all contributors on a project, and maintain a professional demeanor in difficult situations.
- ❖ Participates in the Company's continual improvement activities such as Lessons Learned, Tips'n Tricks and other training sessions, and the development of policies, procedures, forms, and templates.

Marketing

- ❖ Participates in the preparation of presentations, and the overall marketing efforts of the firm.

Teamwork

- ❖ Work with a team of engineers, technologists and technicians
- ❖ Attend and facilitate client meetings
- ❖ Coordinate with industry, other disciplines, and clients
- ❖ Build and maintain positive relationships with colleagues, other consultants, and key stakeholders to ensure projects run smoothly and to resolve concerns promptly and efficiently
- ❖ Share expertise with colleagues and other offices
- ❖ Provide technical expertise to other team members

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❖ Collaborate with other senior staff members in the department to identify staffing, equipment and training requirements

Minimum Qualifications

❖ 0 Years of professional experience
❖ Equivalent experience in relevant field
❖ Eligible to obtain and maintain Level II Secret clearance with Public Services and Procurement Canada
❖ Valid Driver's license

Qualifications

❖ Professional experience with a consulting engineering firm
❖ Strong ability to work in a complex and fast-paced team environment, dealing with multiple projects and clients
❖ Sound communication skills (oral and written)
❖ Strong sense of initiative and ability to prioritize tasks
❖ Strong attention to details without losing sight of big picture
❖ Demonstrated experience working with other staff members, clients, other consultants and contractors
❖ Excellent problem-solving and decision-making skills
❖ Working knowledge of Office 365

Compensation and Benefits

❖ Friday afternoons off year-round (36 hour/week)
❖ Group RSP planning opportunities
❖ Professional development and advancement opportunities
❖ Competitive compensation and benefits package
❖ Future shareholder opportunities

Jp2g is committed to fair and accessible employment practices. We will accommodate people with disabilities during the recruitment and assessment processes, and when people are hired. We will develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.