

## Job Posting 26-PEM01

### Project Coordinator – Pembroke

#### 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 Project Coordination team, you will be responsible for providing project coordination and administration duties including scheduling, tracking, invoicing, and budget reporting. You will also provide reception coverage responsibilities, including telephone, mail, couriers, and visitors.

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.

#### 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.*

##### Bids Coordination

- ❖ Search, track, and circulate bid opportunities (RFP's, RFQ's, callups, etc.)
- ❖ Provide daily list of bid opportunities for review and go/no go decision
- ❖ Monitor and circulate ongoing bid opportunities for changes or addenda
- ❖ Provide status updates and reminders to the Proposal Lead, as required
- ❖ Submit questions and clarifications to bid organizer
- ❖ Submit final proposal on bid platforms as required

##### Reception

- ❖ Receive and direct calls as appropriate
- ❖ Receive visitors
- ❖ Receive, open, sort, stamp, and distribute mail; coordinate incoming/outgoing courier shipments
- ❖ Manage office supplies inventory
- ❖ Communicate effectively with all levels of management, staff, and clientele

##### Project Coordination

- ❖ Monitor project progress and proactively prompt project team members to meet upcoming deadlines
- ❖ Track and report on-time delivery of assignments

### Job Information

**Job ID:** 26-PEM01

**Location:** Pembroke, 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.*

### How to Apply

Send your resume to:

**Email:** [careers@jp2g.com](mailto:careers@jp2g.com)

**Subject:** 26-PEM01 – Project Coordinator – Pembroke

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

# Job Posting 26-PEM01

## Project Coordinator – Pembroke



- ❖ Ensure schedule expectations are consistent between Jp2g project manager, Jp2g team, and client
- ❖ Assist with preparation of project proposals, work breakdown structures, schedules, and budgets
- ❖ 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
- ❖ Compile engineering drawing packages and transmittals

### Document Control

- ❖ Manage the flow of documents to and from all appropriate parties, saving relevant files to Jp2g's network
- ❖ Maintain accurate document control logs including RFIs, action items, risk registers, shop drawings, submittals
- ❖ Maintain accurate revision control of documents

### Quality Control

- ❖ Perform QC surveillance on projects to ensure QMS requirements are met, including proactively pursuing missing information or records
- ❖ Participate in QMS project audits
- ❖ Review reports, specifications, and other documents for adherence to quality and QMS/client standards
- ❖ Support the Quality Manager with QMS tasks as needed

### Teamwork

- ❖ Build and maintain positive relationships with colleagues, other consultants, and key stakeholders to ensure projects run smoothly and to resolve concerns promptly and efficiently
- ❖ Support the Project Manager to accomplish project targets and goals

## Minimum Qualifications

- ❖ 0-4 years of experience in Administration, Project Management, and/or Document Control Services in Architecture, Engineering, or Construction industry
- ❖ Eligible to obtain and maintain Level II Secret clearance with Public Services and Procurement Canada
- ❖ ISO 9001:2015 Fundamentals Training (provided by Jp2g)

## Qualifications

- ❖ Familiarity with civil, municipal, or building engineering drawings and technical documents is an asset
- ❖ 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.*