**JOB DESCRIPTION**

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| **JOB INFORMATION** | |
| **Position Title** | Project Coordinator |
| **Reports to** | Director, Developments and Projects |

Steel River Group is committed to creating sustainable business opportunities and fostering partnerships that positively impact Indigenous communities across Canada. Rooted in the guiding principles of respect, trust, and collaboration, we strive to build bridges between Indigenous and non-Indigenous communities to create meaningful economic and social benefits.

**Overview**

The Project Coordinator will play a key role in supporting project execution and ensuring successful outcomes for Steel River Group initiatives. This position involves coordinating project deliverables, managing documentation, and assisting with scheduling, budgeting, and resource allocation. A significant portion of this role includes performing high-level administrative tasks, such as maintaining project records, preparing reports, and organizing meetings. You will collaborate closely with the Project Manager and project teams to maintain timelines, track progress, and resolve issues. The role requires strong organizational skills, effective communication, and the ability to multitask in a dynamic environment. Your contributions will help ensure projects align with company standards and client expectations.

**Key Responsibilities**

* Provide support to Project Managers with cost estimating, project schedules, drawing development, checking and sizing, specifications, projects cost management.
* Assist with overall project execution and delivery including document control, project filing and project administration.
* Assist in developing and standardizing templates and commonly issued project documents / calculations to improve overall efficiency of the company’s operations.
* Reviewing vendor or subcontractor quotations, drawings and specifications for technical adequacy and conformance with project requirements.
* Perform general administrative and recordkeeping functions including the review and distribution of documentation; preparation of correspondence and meeting minutes, tracking of project milestones, maintenance of files, logs, drawings and specifications.
* Support the (sub) contract management process: tender and award work or material supply; review and process invoices and progress claims, and assistance with the review of documents and inquiries.
* Assist with preparing progress invoicing and progress status reports.
* Ensure that all technical aspects of the work conform to all applicable codes and standards.
* Facilitate the tracking of project milestones and financial deadlines; assistance with the creation of the project schedule; inputs and updates schedule throughout the project and reviews with Project Managers.
* Coordinate the request for information (RFI) process, ensures RFIs are distributed to affected trades and maintains RFI logs and binders.
* Other tasks and duties as assigned. These duties may fall out of the scope as described to support the business in whatever capacity deemed required.

**Job Requirements**

**Qualifications**

* Post-secondary certificate / degree in Engineering (CET), Business Administration, or a related field is preferred

Encouraged to Apply:

* Engineering degree (Mechanical, Civil/Structural, Electrical), or related degree.
* Engineer-In-Training (EIT) designation.

**Experience**

* 1-3 years related industry experience
* Construction, Industrial, Commercial, Residential experience is preferred.

**Skills and Knowledge**

* Excellent computer skills, strong knowledge of MS Excel, MS Word, MS PowerPoint, Outlook, Adobe Acrobat, MS Project. Monday.com, Canva and Project Software (Knowify) is preferred.
* Attentions to detail
* Excellent organizational, time management, and communication skills (written and verbal).
* Willingness to learn and take additional responsibilities
* Capable of probing and listening carefully, presents information clearly in an appropriate style and persuades others in straightforward situations.
* Willingness to contribute actively to team activities, sharing experiences and ideas.
* Ability to work to deadlines and see tasks through to completion.

**Working Conditions**

* General office environment, Calgary
* Individuals who are legally entitled to work in Canada
* Preference will be provided to Indigenous persons living in Canada

An Indigenous person is a North American Indian or a member of a First Nation, Métis, or Inuit. North American Indians or members of a First Nation include treaty, status, or registered Indians, as well as non-status and non-registered Indians. Our underlying mandate is to drive employment for local Indigenous and partnering communities, as we strongly believe that employment and education is essential for positive social, cultural, and economic change. We adhere to Sections 1-9 of the Aboriginal Employee Preference Policy as defined by the Canadian Human Rights Commission for selection and only selected candidates will be contacted.