

# Project Coordinator

**Employer:** GIP

**Posted:** 1 months ago

**ES Job ID:** 4652

**Sector(s):** Other

**Closing Date:** April 30, 2024

**Location:** Thessalon

**Duration:** Full Time

## Job Description:

- Assist the Project Superintendent in Managing and coordinating on-site operations;
- Assist in establishing and monitoring construction work schedules including \"look ahead\" schedules
- Liaison with General Contractors and Owners;
- Communicate operational objectives with the Project Superintendent on a daily basis;
- Keep and maintain the daily diary and appropriate records to fulfil the requirements of the contract and provide detailed history of site events and history;
- Ensure all works meet contract document requirements and meet or exceed all applicable standards
- Ensure compliance with all Federal, Provincial and local laws, particularly applicable Occupational Health & Safety Acts / Construction Safety Act regulations and environmental requirements
- Provide input on site operations, in order to increase production or solve problems;
- Support the implementation and maintenance of safety plans and tactics;
- Ordering site-specific materials and supplies;
- Conducting and documenting regular health and safety meetings;
- Assist the Project Superintendent in the investigation of any incidents or complaints and preparation of reports;
- Responsible for compliance and enforcement of all Company policies and procedures with regards to all employees and contractors;
- Work closely and diplomatically with all personnel to maximize overall operational harmony, productivity and efficiency that will ultimately better serve the clients;
- Such other duties and responsibilities as assigned by his/her Supervisor

At Green Infrastructure Partners (GIP), our people are second to none. The work we do impacts lives. It impacts our schools and neighborhoods and shapes our communities and cities.

We are one of Canada's largest and fastest growing construction companies. Every day our people are designing, delivering, and maintaining infrastructure for Canada's rapidly growing cities. From demolition, shoring and foundations, excavation, remediation, to structures, paving and the production of materials, we have the unique ability to self perform all project scopes without reliance on sub-contractors.

The most valuable asset at GIP is people - our employees, our customers, and the public. Nothing is more important than our people coming to work happy and leaving safe.

We are committed to fostering a work environment that embraces Diversity, Equity, Inclusion and Belonging for all so our people benefit from the creative solutions that come from embracing differences.

Sustainability is part of our DNA. We focus on recycling and reusing materials by taking old roads and reengineering them into new roads, keeping tons of used materials out of our landfills.

The work we do today at GIP will carry us into a better, greener, and safer tomorrow.

### About the GIP Team

As we look to the future, we need creative, ambitious, and innovative professionals like you who can help us to build the world of tomorrow, today.

GIP team members are at the heart of our success in designing and delivering infrastructure projects safely, thoughtfully, and with the highest quality. Our culture allows employees to bring their A Game to work each day.



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**YOUR JOB IS OUT THERE.  
WE'LL HELP YOU FIND IT.**

If you want to work for a world-class organization that provides an exceptional career experience with an inclusive and collaborative culture, this opportunity is for you!

**Required Skills:**

- Currently enrolled in an Engineering degree/College Diploma or satisfactory combination of training and experience
- Ability to read and understand construction drawings and contract documents;
- Professional attitude and superior communication skills;
- Possess excellent organizational, time management skills, foresight, accuracy, attention to detail and commitment to objectives and responsibilities
- Pro-active and able to manage multiple priorities
- Excellent organizational, time management skills, foresight, accuracy, and commitment to objectives and responsibilities;
- Proactive and able to manage multiple priorities;
- Effective problem-solving skills, with the ability to make good decisions that will meet or exceed project targets;
- Exceptional conflict resolution, negotiation, and objection handling skills;
- Ability to combine a focus on the big picture with a keen attention to detail, while working in a fast-paced environment;
- Strong work ethic and positive team attitude, along with a commitment to staff privacy;
- Strong organizational, written, and verbal skills.

**How to Apply:**

Please send resumes to [HR@gipi.com](mailto:HR@gipi.com)

**SAULT STE. MARIE**

[WEBINQUIRYSSM@SAULTCOLLEGE.CA](mailto:WEBINQUIRYSSM@SAULTCOLLEGE.CA)  
705.945.0705

477 Queen Street East, Suite 203  
Sault Ste. Marie, ON P6A 1Z5

**BLIND RIVER**

[WEBINQUIRYBR@SAULTCOLLEGE.CA](mailto:WEBINQUIRYBR@SAULTCOLLEGE.CA)  
705.356.1611

1 Industrial Park Road, Suite 205  
Blind River, ON P0R 1B0



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