



PowerTel Utilities Contractors Limited is one of Canada's leading high voltage contractors offering services in transmission lines, substations and distribution systems including all phases from development to commissioning. PowerTel has achieved a long history of success from years of investment in industry-leading safety programs, quality management systems, personnel training and equipment acquisition and maintenance.

We are currently seeking a **Project Coordinator** to join our team on the Maritime Link Project in **Stephenville, Newfoundland**.

Anticipated Start Date: **August, 2016**
Type of Position: **Full Time, Contract**
Reports to: **Project Manager**

THE POSITION

The Project Coordinator's primary responsibility is to support the technical aspects and construction management portions of the project. Working with the project management team, they will strive to continuously improve the project.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Ensuring that the Quality Management System is implemented and maintained in accordance with project standards;
- Ensuring that appropriate resources are provided for the management, performance and verification of work;
- Completing required Quality System records for projects including inspection sheets, checklists, inventory control, forms and Inspection & Test Plans (ITP);
- Verifying inspection forms for compliance with the design;
- Ensuring quality of all materials selected for the project site and ensures compliance to all project specifications;
- Performing inspections on site to ensure all processes and installations are as per the QMS procedures, JSA's and work instructions;
- Supporting logistics and planning of construction activities;
- Coordinating with project management to obtain all required subcontractor credentials, documents and site progress reporting;
- Performing vendor monitoring, review and approval with the purchasing department; and,
- Other duties and responsibilities as assigned.

QUALIFICATIONS:

- 2+ years construction, quality or logistics management preferred;
- Knowledge and experience in the high voltage electrical industry;
- Knowledge and experience in linear project construction;
- Bachelor's Degree in Engineering is valued;
- Excellent interpersonal and verbal and written communication skills;
- High attention to detail and the ability to work in a fast paced environment;
- Strong organizational skills and the ability to multitask and manage time effectively in order to meet deadlines;
- Self-starter and able to work in a team atmosphere;

- Problem solving and root cause analysis skills;
- Valid Driver's License; and,
- Strong Microsoft Office skills.

INTERESTED CANDIDATES:

Interested candidates can forward their resume and cover letter including salary expectations to jobs@powertel.ca. Please quote the job title in the subject line. We thank all applicants for their interest however only those selected for an interview will be contacted.

PowerTel welcomes all qualified applicants including those who are designated group members – Women, Visible Minorities, Aboriginals and Persons with Disabilities.

To learn more about PowerTel please visit our website at www.powertel.ca.