



## Position Description

Position Title:	<b>Project Coordinator</b>
Position Status:	Permanent Full Time
Position Location:	St. Catharines ON
Reports To:	Operations Manager / Controller

## Position Overview

Canal Marine & Industrial Inc. (CANAL) is seeking to hire a new member to work with our Management and Service Team as we streamline our Project Management processes. We are looking for a motivated individual who can manage their time and apply critical thought to their work. Progression is a definite opportunity for the role as the company grows.

## Position Responsibilities

- Assist in the development of detailed quotations within CANAL's ERP system, including labour type and time estimates as well as material estimates
- Manage the conversion of successful quotations into well-structured project plans within the ERP
- Will assist Project Management with labour and material allocations and be responsible for ensuring the accuracy of these costs as they are entered into the ERP against projects
- Manage authorized Change Order entry, tracking, and reporting within the ERP
- Will assist Project Management by monitoring the status of projects against planned milestones and generating billing requests to Accounts Receivable as they are achieved
- Will assist Operations Management with work completion reports, service team time reporting, and project close out

## Position Qualifications

- 2+ years of project coordination experience, 2+ years of experience in a construction/industrial or marine/shipbuilding environment
- Experience working with technical documents, drawings, and submittal packages
- Excellent interpersonal, communication skills
- Demonstrated organizational and time management skills
- Ability to prioritize, multi-task, and escalate when appropriate
- Valid drivers license in Canada
- Demonstrated proficient use of MS Office (particularly Excel) and project ERP and job costing software

## Position Location

This position is based at Canal Marine & Industrials facility, in St. Catharines, Ontario, Canada. It is possible that periods of travel may be required to fulfill the duties of this role.

This position will require proof of full COVID 19 vaccination status prior to receiving a job offer.