

**Project Coordinator
Western Canada**

What does your day at GIP look like?

- Assist the Project Manager in managing work on-site to ensure the compliance of construction with the drawings and specifications.
- Support the Project Manager in planning and implementing schedules, determining manpower levels, material quantities, inspections, equipment, and requirements are maintained.
- Monitor work performance to ensure project rules, procedures, and safety requirements are being followed.
- Advise the Project Manager of potential problems, work interferences, and schedule difficulties and assist in resolving these problems.
- Maintain and analyze up-to-date cost reports and submit necessary changes to ensure the project is delivered within budget.
- Meet with Owners, Consultants, and Architects in a professional manner and can communicate effectively both the concerns and best interests of the company.
- Monitor project performance, schedule, costs, equipment, manpower, materials, equipment maintenance, safety and quality control.
- Interface with project team, subcontractors and related third parties.
- Monitor and inspect project sites to maintain a safe work environment and provide leadership to ensure policies, procedures and standards are followed.

Enough about us, let's talk about you.

- C.E.T. designation is preferred
- A minimum of 2 years' progressive experience in civil construction projects (Earthworks, Road/Paving, Structures (bridges), underground utilities).
- Experience in managing all aspects of road building, asphalt, structure and construction projects.
- Experience with ICI projects is an asset.
- Excellent verbal, written and interpersonal communication skills.
- Ability to work in a team environment and build strong working relationships.
- Familiar with project management and estimating software programs.
- Ability to be flexible and work in a fast-paced environment.
- Effective decision making and problem solving skills.
- Effective time management and prioritization skills.
- Valid Driver's License and clean Driver's Abstract.

Our purpose

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

Please email resume to hr-wcan@gipi.com