



ABOUT THE COMPANY

Floyd's Construction Ltd. is a third-generation, family-owned and operated business who has built a solid reputation on quality workmanship, project excellence, and integrity since 1974. We are proudly based in beautiful Rocky Harbour, NL at the base of the world-famous Gros Morne Mountain. We specialize in marine construction and have a long track record of delivering incredible projects to our clients- on time, on budget and with respect, integrity, and a commitment to industry leading safety.

This year, we turn 50.

We're just getting started!

The future of FCL is bright and we are looking for energetic, focused and results-driven people to help propel us even further.

We are currently accepting resumes for the position of **Project Coordinator. These roles will be based in Rocky Harbour and/or Corner Brook with expected work travel in the region.**

These positions will remain open, unfilled, until the successful candidate has been hired.

WHY WORK WITH US?

We strongly believe that our company is only as strong as our people, and that's why we look out for our own.

By joining our team, you can expect:

- A competitive salary
- Health Benefits
- Professional Development opportunities
- Opportunities for advancement in an organization planning new growth for 2024 and beyond.
- A safe and respectful work environment
- Opportunities for team building and professional development, training and personal growth.
- Bonus incentives for project roles

- Vehicles may be provided for project usage; a valid driver's license and a cleaning driving abstract is required.
- Be a part of the next chapter of an established, innovative marine construction company
- 3-month temporary housing may be available.
- ... plus you'll be working in some of the most breathtakingly beautiful locations in Newfoundland!

WHO ARE WE LOOKING FOR?

PROJECT COORDINATOR:

(1-3 YEARS CONSTRUCTION INDUSTRY EXPERIENCE)

We are looking for an all-star project coordinator who has the skills to get the job done on time, on budget, safety and smartly. The project coordinator will coordinate deliverables between the project manager and site supervisors, and deal with any issues and risks that may arise.

The project coordinator ensures the project management framework is well-organized and that it runs smoothly from start to finish. They also need to be savvy when it comes to AutoCAD and GPS surveying. Other technical skills are an asset, and we welcome your ideas and backgrounds on emerging technologies.

We welcome an individual who wants to build systems, processes and kick off their career with the ability to make their mark in a growing company.

We believe in the power of a positive, can-do attitude. If you do too, let's chat!

WHAT YOU'LL DO

- Assist in the overall project coordination, planning, identifying risks and resolving field issues among several projects: a keen eye for detail.
- Carry out daily operational tasks in an effective and timely manner; be responsive as required on on-call days. (Not all days are on-call: we offer a rotating schedule for call work.)
- Monitoring project progress and creating project status reports for project manager; creating, updating, and managing all required scheduling and documentation.
- Assisting with resource scheduling so that team members have the resources they need to complete their tasks: support team members with coaching and training on new and emerging project management tools.

- Scheduling meetings and facilitating communication between the project manager and stakeholders throughout the project life cycle.
- Manage project documents such as the project plan, budget, schedule, or scope statement, as directed by the project manager.
- Coordinate and execute a variety of project management administrative tasks.
- Support team members when implementing risk management strategies.
- Coordinate field staff with respect and courtesy.
- AutoCAD and GPS field work: as required.
- Support the Occupational Health and Safety (OHS) program.

WHAT YOU'LL BRING

Education & Qualifications

- A diploma in Civil Engineering Technology and/or equivalent experience and education

Skills

- Advanced proficiency in Microsoft Outlook, Word, Excel, PowerPoint, and Project.
- Operating/working proficiency in AutoCAD Civil 3D or equivalent
- Available to work a 10-4 shift: this includes availability on some weekends and evenings.

Experience

- 1-3+ years in the construction and/or project management industry (some construction industry experience required)
- Knowledge of AutoCAD and ability to use for project work