Connex Personnel is currently recruiting a Turnover & Completions Coordinator for an oil and gas client located in Calgary, AB.

In this role you will be responsible to oversee cross-functional Completions and Turnover activities, apply innovative solutions, and manage personnel to ensure project success. You will collaborate with the team to manage complex project tasks throughout the lifecycle, ensuring priorities are met efficiently. You will work with others on the team to safeguard data and ensure technical integrity for all Completions and Turnover processes.

Key Accountabilities

- Lead and develop completions management best practices and software integrations
- Provide input to the Integrated Project Execution Plan, and ensure managed scope aligns and is executed per the Integrated Plan
- Define and communicate baseline documents for managed scope, and apply Management of Change for changes to baseline documents, throughout the life of the project
- Provide input and validation to project Scope development and optimization
- Provide input to align work packages to the WBS (i.e. IWPs, CWPs, EWPs, contracts, system scoping etc.)
- Provide input and validation to project Scope, Schedule, Cost and Quality Management planning, and updates throughout the life of the project.

Minimum Requirements

- Relevant technical diploma / university degree or 7-11 years of increasing responsibility in various positions on large resource projects working for Owner Organizations or for major contractor firms.
- Demonstrates strong knowledge and experience in multi-disciplined environments (e.g. Civil, Process, Mechanical, IT, etc.)
- Knowledge of practices and processes of project disciplines and support functions (i.e. EHS, engineering, construction, project controls, SCM, etc.)
- Has experience in Completions and Turnover management
- Previous field experience in an Oil and Gas operating environment is considered an asset

Working Conditions

• This position will be initially based in Calgary at the company's downtown office but with potential to become a site-based role in future.
• Hours of work are a regular 40-hour work week, Monday to Friday, with the potential for extended work hours based on business needs

Anticipated Start Date: 2026-12-14
Anticipated End Date: 2027-12-31

Please submit your resume to hr@connexpersonnel.com