

Job Description

JOB TITLE:	Project Coordinator
DEPARTMENT:	Projects
REPORTS TO:	Project Implementation Coordinator
JOB TYPE:	Contract personnel for a period of 12 months in the first instance.

Responsibilities include:

- Monitors contractors and manages all assigned projects to ensure that work is carried out in accordance with the scope, cost, schedule, quality requirements and Control of Work procedures including but not limited to obtaining and delivering approved work permits to contractors, orientation and badging of contractors.
- Provides guidance for contractor selection/manpower allocation for the projects, review and agree on contractor resource requirements for the successful completion of the projects, and provide performance evaluation and feedback for the duration of the execution.
- Ensures Construction, Commissioning, and start-up activities are managed effectively and safely and the project is successfully handed over to the client.
- Conducts and documents regular scheduled safety meetings for the crew.
- Participates in Process Hazard Analyses, Piping and Instrumentation Diagram (P&ID) reviews, and Simultaneous Operations (SIMO PS).
- Leads and participates in Level 1 and Level 2 Risk Assessments
- Generates Method Statements / Work Execution Procedures (Civil, Piping, Mechanical, Electrical, and Instrumentation) prior to execution.
- Participates in development of project execution strategy, assists in development of construction scope and participates in constructability reviews.

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Knowledge and Experience:

- At least eight (8) years of recent and relevant experience as a Project Coordinator or Inspector in a gas processing or related facility
- National Technician's Certificate or Higher National Diploma or equivalent certification, in Mechanical
- Engineering, Electrical Electronic Engineering Technician or Industrial Instrumentation Engineering Technician
- Inspector credentials will be an asset.
- Completion of a course in Project Management from a recognized institution.
- Proficient in Microsoft Office Suite, MS Project, Email.