



Job Posting No. 054 – Project Coordinator - Buildings (Kitchener)

Avia NG Airport Consultants represents the NextGen in airport consulting and brings together a unique team of experienced engineers, project managers, technologists and pilots that share a passion for airports and aviation. We take pride in creating and fostering a work environment where each person is treated as an individual and not a number. This passion motivates and drives us to deliver timely, high quality and innovative services to our clients and business partners.

We like to think this has been the reason we've been growing so rapidly, because our employees are just as important as our clients. We treat all with integrity and foster transparency in our work - this is what fuels our success.

We are currently seeking a Project Coordinator to join our team.

What are the perks?

Working with us of course!

As awesome as we are, we also make sure you're well compensated and rewarded for your performance with bonuses and profit sharing.

Is that all? Absolutely not, mediocre is not an option for us.

We offer:

- RRSP - Company matching contribution
- Company paid benefits
- Opportunities for growth and development
- Flexible working hours
- Brand new open concept offices with great lighting
- 3 weeks' vacation in your first year

Why are we hiring?

We are growing and growing fast! We are adding to our ranks in order to create a great work life balance for all. As the saying goes, many hands make light work! This role is a permanent full-time position in any of our Canadian offices as part of our Airport Buildings team.

What does a typical day look like for a *Project Coordinator*?

Your role would be to support our Senior Project Managers in the planning, design, and construction of major capital projects at airports across Canada and the Caribbean, with a focus on airport buildings and infrastructure. The team you work with will be responsible for delivering complex projects by managing architects and engineers while working with Avia NG's technical team. This includes application of design, engineering, and construction experience to develop and prepare figures, design drawings, specifications, calculations, cost estimates, quantity take-offs, technical reports, and presentations.

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You will administer construction contracts with general contractors including change orders, requests for information, and payment certifications. This also includes supporting clients through their procurement processes for major capital projects, including pre-qualifications, RFP's, contractor evaluations, tenders, and contract negotiations.

You will visit construction sites across Canada and the Caribbean to assess quality and progress of work, review and observe material and equipment testing inspections, establish deficiencies, conduct and supervise final inspections, ensure warranty inspections are performed and initiate action to correct, and ensure work is completed per contracts. Opportunities for extended construction supervision roles on sites in the Caribbean or across Canada may be available.

What do we need from you?

Our best fit for this position is an individual with a strong interest in airports, facility design, and aviation and a background in building design and/or construction.

Our project coordinators are expected to have strong interpersonal skills with the ability to effectively communicate with clients, manage sub-consultants, and oversee contractors. They have a keen eye for detail and are able to utilize this strength to solve problems on a daily basis. They tend to be individuals that have a reputation for taking action and building solid foundations with our team to ensure excellent execution of our clients' projects.

Additional skills and experience we are seeking:

- A bachelor's degree in a related engineering discipline, architecture, or planning;
 - or a degree/diploma in engineering technology or architectural technology and five (5) years' experience in facility design or construction.
- Demonstrated experience in engineering, design, or project engineering/management for the municipal/land development/transportation industry, with airport experience an asset.
- Extensive experience in MS Office suite of programs (MS Word, Excel, Outlook, Project) with experience in AutoCAD/Civil3D.
- An interest in airports/aviation is considered an asset.

How To Apply:

Interested Candidates should submit a cover letter and resume to careers@aviang.ca. Avia NG is committed to providing equal opportunity to candidates of all abilities. Should you require assistance during the recruitment process please message us directly through careers@aviang.ca.

We thank all applicants for their interest in Avia NG, however, only those selected for an interview will be contacted.

Feel free to check us out online at <https://aviang.ca> or follow us on <https://www.linkedin.com/company/aviang.ca/mycompany/>