

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 seeking a highly organized and proactive **Project Coordinator** to support our **Buildings team** across a range of design, construction and project delivery activities.

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
- 100% Company paid benefits
- Opportunities for growth and development
- Hybrid work policy and flexible hours
- Brand new open concept office with great lighting

Why are we hiring?

We are growing and growing fast! We are adding to our ranks to create a great work life balance for all. This role is a permanent full-time position in our Calgary office.

Job Summary: *Project Coordinator*

We are seeking a detail-oriented and hands-on Project Coordinator to join our team. This role will be critical in ensuring seamless coordination across various buildings projects. The ideal candidate will be detail-oriented, possess excellent communication skills, and thrive in a fast-

paced, collaborative environment. While prior experience in construction is advantageous, it is not essential—strong organizational, coordination, and contract administration and support skills are our top priorities.

This role is key to ensuring smooth project administration and coordination, by coordinating schedules, administrating documentation, facilitating communication between stakeholders (such as architects, engineers, contractors, and multiple client department), tracking project progress, and ensuring compliance with timelines, budgets, and quality standards. A Project Coordinator in building projects plays a key role in supporting the planning, execution, and delivery of construction activities, including payment claims, site instructions, contemplated change notices, request for quotations, site records, project updates, meeting facilitation, and work plan tracking.

Key Responsibilities:

- Assist Project Managers with project documentation, administrative tasks, contract administration, and overall coordination support.
- Prepare, track, and manage payment and progress claims in collaboration with internal teams and external stakeholders.
- Coordinate and review supplier and subcontractor quotes; support administration of agreements, specifications, variations, and compliance requirements.
- Maintain site-related documentation, including permits, inductions, daily records, and compliance forms.
- Schedule, organize, and document project meetings, workshops, and site visits; ensure timely follow-up on action items.
- Support the development and monitoring of project schedules, work programs, milestones, and budgets.
- Track and manage project documentation in accordance with company procedures and regulatory standards.
- Keep up to date set of contract specifications and drawings.
- Coordinate and attend technical assessments, site investigations, and support resolution of technical issues with engineers and contractors.
- Ensure alignment of construction plans and specifications with project objectives and technical requirements.
- Serve as a key point of contact for clients, subcontractors, and suppliers to facilitate communication and issue resolution.

What do we need from you?

Job Posting No. 074 – Project Coordinator- Buildings- Calgary

Our best fit for this role would be a self-starter who has experience in civil engineering design, project engineering, or construction, and is known for seeing ahead of the curve, getting in front of problems before they arise.

- Proven experience in a project coordination, contract administration, or support role
- Excellent organizational and time management skills
- Strong verbal and written communication
- Proficiency in Microsoft Office Suite (especially Excel, Word, Outlook; Project would be an asset)
- Ability to manage multiple tasks and deadlines within a fast-paced project environment.
- High attention to detail and accuracy

Additional Skills:

- Experience in the construction or infrastructure sector, specifically in civil engineering, design or project engineering/management/coordination for the municipal/land development/transportation industry, with airport experience an asset
- Understanding of contract law, contract administration and basic project finance
- Proficiency in Microsoft Project schedule preparation and/or tracking is an asset
- The candidate is preferred to have an educational background in Architecture, Architectural Technology, Engineering Technology or Engineering.
- P.Eng/EIT/CET designations are not necessary, but supplementary experience required

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/>