

Project Coordinator

Collicutt Energy Services Corp, a leader in the power generation and natural gas industry, is currently seeking a Project Coordinator for our Red Deer Head Office to join our team. We are looking for someone who is ready for the opportunity to grow with the company and challenge themselves.

The successful candidate will be responsible for:

- Preparing cost estimates by analyzing project specifications and drawings and other requirements
- Responsible and accountable for the accurate detailed timely preparation of estimates
- Managing project from point of sale to delivery
- Providing cost analysis/projections and financial reports, design recommendations, systems integration and commissioning criteria, etc., as requested by sales and operations personnel
- Timely responses to inquiries and questions related to project status/specifics and provide regular status update reports as needed
- Determining part costs by studying models and materials list
- Analyzing blue prints, drawings and other documents to prepare time, cost, material and labor estimates
- Checking scope of work for completeness, coordinating bidding and review prices
- Coordinating with technical staff or vendors/partners to develop accurate, complete and timely preparation of estimates and responsibilities
- Performing accurate, thorough, timely and quality takeoffs using company format
- Soliciting, receiving, analyzing and checking for completeness for any outside vendor quotations
- Ensuring that projects activities are consistent with the project objectives and that objectives can be met with available resources
- Identifying 3rd party contractors, internal and external supplier requirements to develop procurement plan
- Working closely with inspectors, third party contractors, vendor/contractor qualifications
- Implementing improved processes and management methods to generate higher corporate profitability and workflow optimization; provide leadership for optimization of company facilities and equipment; lean thinking
- Prepare projects schedules using MS Project and other available tools. In coordination with engineering, manufacturing, vendors and other project participant parties, monitor project progress and update projects schedules.
- Prepare timely project status reports
- Document control: prepares and manages all documents and submittals packages for assigned projects with respect to quality, revision status, timely report, and distribution; completes and maintains accurate document control lists. Follow submittals process and act as liaison between the project parties. Expedite review of internal and external documentation
- Attend manufacturing shops and projects sites to monitor projects progress

The position requires:

- Minimum 3 years of experience in related field and/or similar position
- Experience preparing estimates and producing detailed proposals in support of our negotiated value added business beyond bid and spec
- Must be able to read specifications, schematics, P&IDs. Isometric and Mechanical equipment drawings and other related details that describe the scope of supply
- Highly skilled in work planning, budgeting, scheduling, measuring and monitoring of resources
- Experience preparing conceptual and detailed estimates of power generation equipment, specifically diesel, gasoline and gas standby and prime generators, ATS, Switchgear, grounding systems, weather/sound attenuated enclosures, control and communication systems for power generation projects is a plus
- Strong organizational capabilities to ensure successful delivery and implementation of projects by effectively managing multiple tasks and timelines
- Ability to read, write and communicate in a professional manner
- Strong aptitude for details
- Self-motivated and able to work independently and multi-task concurrently

- Excellent customer service and interpersonal skills, maintain effective working relationships with contacted in the course of work, both externally and internally, including all levels of management
- Proficient in MS Office & Projects applications, data base management, Internet and email
- Effective and professional communication skills, which will allow the clients specifications to be properly communicated to both internally and externally
- Ability to interact positively and provide solid leadership
- Superior customer service skills, with an uncanny ability to problem solve
- Able to work efficiently as a part of a team and lead by examples, as well as independently
- Accountability: Takes personal ownership and responsibility for the quality and timeliness of work commitments.
- Decision Making: Makes concrete, well-informed and thought out decisions that support the overall organization.
- Planning and Organizing: Accurately estimates duration and level of difficulty of tasks and projects, setting out goals and objectives and work plans to be completed
- Service Orientation: Delivers superior service to both internal and external customers.
- Teamwork: Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities fostering a team environment
- Clean and valid driver's license and ability to travel
- Ability to pass pre-employment medical/physical testing as well as provide a clean criminal record check
- Commitment to Collicutt Core Purpose and Core Values

This is an excellent opportunity to join a dynamic and growing organization. The potential for success with our expanding, progressive, privately owned business is unlimited. We recognize our team members as individuals, and consider mutual RESPECT to be the key to building a cohesive, productive Team.

If you are interested in this exciting opportunity that offers endless learning opportunities, a safety first philosophy, mutual commitment, fun, and community involvement, then don't wait any longer! Come be part of our FAMILY.

Please submit your resume to Human Resources, along with your salary expectation, and availability date by responding to this ad.

No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~
 ~ It's Fun to Win ~ Finding a Better Way

