



Corrosion Service was founded in 1950 by Thomas R.B. Watson as the first Canadian firm to specialize in cathodic protection. Our founding philosophy was based on the principles of providing great customer service and developing a deep understanding of customer needs, these same core principles still guide our company today.

Throughout our history we have always been privately owned by successive groups of employees that have risen through the organization. This ownership structure gives us a unique perspective on business and ensures that our stakeholders (customers, employees and partners), rather than shareholders, always come first. This is vital for a company such as ours, given that we exist primarily to protect the environment, our citizens and the prosperity of the communities in which we live.

Position: Project Coordinator

GENERAL FUNCTION:

The successful candidate will support the Project manager's and the Engineering team in delivering high quality projects on time and on budget. This position is based in Markham.

RESPONSIBILITIES:

General:

- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project.
- Collaboratively determine the resources (time, money, equipment, etc) required to complete the project.
- Generate / Update schedules for project / tasks completion that effectively allocates the resources to the activities.
- Monitor the project objectives and measures upon which the project will be evaluated at its completion.
- Ensure that all financial records for the project are up to date, including cost accruals, cash flow projections, etc.
- Prepare financial reports and supporting documentation for customers as required.
- Ensure that the project deliverables are on time, within budget and at, or exceed, the required level of quality.
- Evaluate the outcomes of the project as established during the planning phase and update project managers and/or stakeholders on a weekly basis the status of their projects.
- Support team on invoicing and cost tracking
- Generate and maintain project documentation
- Complete current week time sheets for submittal to your supervisor for approval no later than 12pm the following Monday.

QUALIFICATIONS:

- Post-Secondary Education
- 1-2 years planning and/or management experience directly related to project management of individuals
- Knowledge of project management (PMP is an asset)
- Knowledge of PMI standards and practices
- Good presentation skills and excellent oral and written skills are also required.
- Good working knowledge of Pronto



We are an organization where you can apply your skills to some of the world's most challenging, and interesting projects nationwide. It is a place that values the diversity of our areas of practice and our people. It's what makes Corrosion Service a great place to work and grow. Corrosion Service is an Equal Opportunity Employer. If you would like to work in a stimulating environment with the prospect of developing your potential, we invite you to explore the possibility of joining our team. Please send your cover letter and resume to jlui@corrosionservice.com.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process.

Note: All employment is conditional upon the completing and obtaining a satisfactory background check, including employment, references and criminal records (for which a pardon has not been granted) checks.

Please note that only individual selected for an interview will be contacted.