

SEMA is a leading construction service provider to the railway industry in Canada, specializing in the design, fabrication, and installation of railway and transportation infrastructure.



PROJECT CO-ORDINATOR

LOCATION: **ETOBICOKE**

The Project Coordinator will support the Project Managers on various projects with MTQ, CN, Via Rail and Arcelor Mittal. The selected candidate may do coordination work directly on site for railway bridge projects, or work in the office with the engineering team.

TASKS AND RESPONSABILITIES

- Participating in the preparation of tenders
- Developing, managing and monitoring project schedules
- Planning and sourcing the equipment, human and financial resources required for the projects
- Negotiating and awarding contracts to subcontractors
- Identifying, negotiating and invoicing additional work and costs to the clients
- Preparing progress billings
- Managing the project budget within company policies and procedures
- Ensuring compliance with quality and security standards
- Communicating with subcontractors, professionals and clients
- Participating and leading various project meetings
- Prepares reports as required
- Completing locate requests, flagging requests, and other administrative works
- Assists in inventory management / control and related systems development
- Assists in the acquisition of required safety / experience documentation internally and from subcontractors
- Ensures / tracks that quality and frequency of safety inspection / reporting is in compliance with SEMA Health, Safety and Environmental Manual.
- All other related duties.

QUALIFICATIONS AND SKILLS REQUIRED

- Civil Engineering degree (recognized in Canada) or other relevant training;
- Must hold a valid drivers license and own a car;
- Bilingualism (French and English) is considered an asset;
- Willing and able to travel to a variety of worksites across Canada.
- Adaptable to flexible work schedule when required to meet deadlines.
- Project management skills;
- A strong commitment to safety and teamwork;
- Proven leadership ability;



- Effective negotiation and interpersonal skills;
- Excellent communicator both written and oral;
- Effective at problem-solving and managing issues;
- Strong computer skills – MS Excel, MS Word, MS Project.
- Self motivated with good organizational skills.

REMUNERATION AND BENEFITS

SEMA offers competitive salaries and benefits, such as a group insurance program, telemedicine, EAP, a pension fund and flexible working hours depending on job title. Compensation and other working conditions are defined by company policies.

FOR MORE INFORMATION



INFO@SEMA.CA



(418) 775-7141



[HTTP://WWW.SEMA.CA](http://www.sema.ca)



125, RUE DE L'EXPANSION, SAINTE-FLAVIE (QC)