



Project Coordinator

LH North Ltd. is a leading heavy-civil construction company in Northwestern Ontario, specializing in the design and construction of high-quality infrastructure such as bridges, roads, deep foundations, and underground water systems. The company is now accepting applications for Project Coordinators who meet the following qualifications:

Primary Duties & Responsibilities

- Develop construction plans, general project submissions, estimations and quotations
- General project supervision and coordination, including budgeting and billings
- Obtain appropriate permits and licensing, as required
- Subcontractor management, including procurement, tracking and scheduling
- Navigate Owner Contract Management online platforms
- Coordinate and track all information, site instructions, communications, documents, materials and supplies for assigned projects
- Liaise with supervisors, clients, consultants and sub-trades to ensure compliance with project specifications
- Troubleshooting, problem solving, change management and negotiations as needed
- Work in conjunction with an interdisciplinary team to achieve an efficient and safe work environment

Qualifications

- Proficient with AutoCAD, Civil 3D and Microsoft Office Platform (all programs)
- Engineering and design build experience
- Strong organizational, problem-solving, and time management skills
- Excellent verbal and written communication skills
- Ability to work in a fast-paced environment with attention to detail, accuracy and excellent follow-up practices
- Ability to understand plans and specifications; familiarity with OPSS and MTO specifications is an asset
- Proficiency with MTO CMS and B2W software is considered an asset
- Must have 8-inch CSA approved steel toe work boots (other required PPE will be provided)
- Valid Working at Heights certification and Standard First Aid training are considered an asset

We Offer

- Competitive hourly wage based on experience (starting at \$29.00 per hour)
- Benefits package and pension plan

Schedule

- Day shift - Monday to Friday (Remote job sites may operate a 10 days on/4 days off schedule)
- Weekend and Overtime as required



Qualified applicants may submit their resume via:

Email	careers@lhnorth.com
Mail or In-Person	4 Cooper Road, Rosslyn, ON P7K 0E3
Fax	807-623-0421

We thank you for your interest. Only those candidates selected for an interview will be contacted.

LH North Ltd. is an equal opportunity employer. We strive to accommodate the needs of people with disabilities and encourage applicants selected for an interview to notify us of any accommodation required.