

# PROJECT COORDINATOR

## JOB PROFILE

Stites Consulting Inc. (Stites Co.) is a specialized project management consulting company based in Kamloops, B.C. We are a team of approximately 20 project management professionals, with team members located in Kamloops, Kelowna, Coquitlam, and Victoria, B.C. We are growing rapidly, having ranked in Canada's top 100 fastest growing companies for three consecutive years in a row.

Stites Co. provides professional project management services to government ministries, agencies, and organizational units. Our portfolio of work includes significant transportation and infrastructure projects throughout the province, as well as building and community development projects for municipal, post-secondary, and private sector clients. As a leading project management consulting firm in B.C., our team members have access to a supportive PMO (Project Management Office) which includes project management tools, templates, training, and best practices, as well as project controls specialists, including Risk Analysts and Scheduling Professionals.

### KEY ACCOUNTABILITIES

The Project Coordinator will support the Project Managers and/or Assistant Project Managers on the administration and coordination of vertical and/or linear infrastructure improvement projects. Key accountabilities include:

- Implement project controls in accordance with Project Management Plans and client-specific procedures
- Review policy and procedure manuals and quality management plans to ensure adherence
- Track project issues, risks, and information and data requests to ensure timely response by the project team members
- Maintain electronic filing systems
- Prepare and review communications, presentations, and other documents and spreadsheets
- Plan, support, and document project team meetings
- Produce detailed reviews and analysis of issues, risks and information requests from reports and other information sources to recommend next steps for resolution
- Review and analyze proposed change requests for completeness and accuracy
- Monitor and control project cost estimates and schedules
- Track and report on project progress

### QUALIFICATIONS

- Two (2) years of project administration and/or coordination experience within the infrastructure industry is preferred
- Diploma or degree from a post-secondary institution, preferably in Civil Engineering, Urban Planning, Project Management, Construction Management, Public Administration, Business Administration or related technical field
- Certified Associate in Project Management (CAPM) would be an asset
- Competence in Microsoft Office programs, including Word, Excel, Outlook, Teams, and SharePoint.
- Highly organized and strong attention to detail
- Proficient in using computers and online software applications
- Exceptional communication and interpersonal skills
- Strong ability to plan and prioritize work and ability to meet deadlines and defined goals
- Solve and approach difficult situations in a solution-oriented manner
- Demonstrate commitment to team and seek opportunities to exceed expectations
- Demonstrate reliability and resilience – see failure as an opportunity to learn and adapt
- Demonstrate a strong work ethic and is independently motivated
- Exhibit flexibility – takes alternative perspectives into consideration

### RENUMERATION

Employer's reasonable expectation of base pay for the job at the time of posting is \$25.00/hour to \$35/hour. This does not prevent the applicant from requesting a higher wage or salary than the amount advertised, nor does it prevent the employer from agreeing to pay an applicant a higher wage or salary than the amount advertised. In addition to base wage, Stites Co.'s compensation package includes a competitive extended healthcare benefits plan, investment in professional development and training, and opportunities for performance-based rewards. Interested applicants may send a resume to [info@stitesco.ca](mailto:info@stitesco.ca).