



Construction Services Coordinator Prince George, BC

About Us

Allnorth's award winning multidisciplinary engineering and technical services team is fortunate to be part of the significant growth of the company over the past few years. Our continuous improvement philosophy, skilled professionals and technical experts have allowed us to take on challenging and exciting projects while servicing clients in the Mining, Oil & Gas, Infrastructure and Pulp & Paper sectors.

Our Opportunity

This position requires the successful candidate to provide leadership, coordination and organization to multiple projects, with oversight from the Division's Construction Services Manager. The Construction Services Coordinator is responsible, through the application of standardized processes and procedures, to facilitate, on a daily basis, project safety, quality, schedules, coordination, resources and equipment, as well as the submission of project deliverables for construction survey; aggregate, soils, concrete, asphalt and compaction testing; and quality control monitoring and construction management/supervision. The successful candidate may be asked to assist in surveying or materials testing activities at the field level, and therefore must be willing to work on a variety of project sites.

The Construction Services Coordinator represents the company with clients on an ongoing basis and may identify and pursue market opportunities within the construction services sector.

Primary Responsibilities

- Provides day to day coordination and organization of various, multi-crew projects, on site staff, and equipment
- Deals with day to day issues relating to the on-site performance of construction crews, including both staff and equipment
- Point of contact between client and Allnorth construction services crews
- Ensures that projects are operating smoothly and efficiently and that productivity and quality levels meet or exceed client expectations
- Responsible for the onboarding and training of new construction employees
- Provides direction, training and guidance with regards to operation of equipment through coordination with technical experts
- Works with other Project Managers in their Division to develop and update technical specifications, in house training requirements and evaluation of new equipment and technologies
- Assist in recruitment and retention of employees
- The Construction Services Coordinator may occasionally be required to work in the field on particularly challenging projects or on projects where performance issues have arisen to ensure Allnorth personnel meet and exceed client expectations
- Pursue business opportunities and proposals
- Performing safety inspections in accordance and at the frequency of Allnorth safety requirements



Requirements

- Positive attitude
- Top tier organizational skills
- Technical writing ability
- Familiarity with MS Office products
- Possess strong communication skills
- Class 5 Driver's license
- Personable demeanour
- Proactive, self-starter mentality
- Post secondary education in civil, geomatics, or construction engineering technology, is an asset but not a requirement
- Experience in a construction environment
- Experience surveying or materials testing
- The flexibility to accommodate travel (25-50%) is required, and consists almost exclusively within the Divisions operating area, sometimes on short notice. Travel to remote work locations including occasional overnight trips to resolve difficult field issues and or perform site inspections and/or quality and safety audits
- The candidate may be required to work extended hours during peak times.

What We Offer

Allnorth is dedicated to its Triple Bottom Line of People, Clients & Partners and Profitability. We are always on the lookout for talented people to join our team. Become part of our team and we will provide you the opportunities to develop both personally and professionally. At Allnorth, we encourage a culture of camaraderie and collaboration working together towards a common goal. You won't get lost in the numbers here, but rather enjoy positive guidance as you learn, grow and create an impact. Now is an exciting time to join the Allnorth team. [Apply](#) today!

We thank all applicants for their interest. Please note that only those applicants selected for an interview will be contacted. No phone calls, please.