



38 James Boyle Drive | Mount Uniacke | Nova Scotia | 902-466-4333

Project Coordinator

Job Type: Full-time

Location: Mount Uniacke, Nova Scotia

About Trinity Energy Group

Driven by a commitment to excellence in project execution, Trinity is a leader in providing division 7 services such as insulation, fireproofing and fire stopping, and building envelope.

Across Atlantic Canada, we serve general contractors, homeowners, clients and consultants in the market place with over a decade in the industry. We provide customers with energy saving solutions for keeping the heat in, fire separations, and building envelope services and more.

Details:

Own and lead projects from concept to on time completion utilizing project management methods; additionally, support the construction manager and commercial team on larger scale programs and projects from concept to completion punctually. Individuals may be developed and mentored into leadership roles that provide support to various administrative and operations management positions. Able to work under minimal supervision.

Responsibilities:

- /// Own the planning and implementation of a program/project by building detailed project plans which include timelines, scheduling, logistics, purchasing and training plans.
- /// Leading cross functional project team meetings to communicate project status while escalating risks and concerns; in addition, supports the Construction Manager on these duties related to larger projects
- /// Ensure project schedules effectively allocate the resources
- /// Coordinates the management of day-to-day operational aspects of a project
- /// Prioritize project tasks
- /// Apply project management principles, establish tracking metrics, and deliver commitments to the business on time and on budget while minimizing risk
- /// Support the change management process and own the communications plans throughout the entire cycle of a project
- /// Assembles and approves deliverables prepared before passing to client
- /// Facilitates team and client meetings effectively

- # Identifies opportunities for improvement and makes constructive suggestions for change
- # Trains others through both formal and informal training programs
- # Prepares status reports of project
- # Challenges others to develop as leaders while serving as a role model and mentor
- # Possesses a thorough understanding of our capabilities, identifies business development and "add-on" sales opportunities as they relate to line of business
- # Effectively conveys our message in written and verbal business development discussions
- # Proficient in estimating, planning, scheduling, cost control and metrics

Skills & Qualifications:

- # 1-5 years in related field preferred
- # Extensive experience in specialty services preferred (painting, insulation, fire proofing, etc) considered an asset
- # Able to deliver engaging, informative, well-organized presentations.
- # Maintains awareness of new and emerging technologies within the industry and the potential application
- # Ability to demonstrate conflict resolution and strong critical thinking skills
- # Ability to interact and communicate with various levels of management, customers, and parts of operations
- # Excellent interpersonal, public speaking, and written and verbal communication skills
- # Proficient with business technical writing and modeling presentations
- # Ability to manage multiple projects and effectively meet deadlines
- # Ability to exercise discretion and good judgment in interpreting and applying company policies to issues and problems
- # Travel required to some job sites. Out of town travel required at times.

Behavioral Attributes:

Communicator: Ability to communicate effectively at all levels and articulate ideas and actionable recommendations.

Team Player: Loves being part of a team, both leading and serving; demonstrated deep commitment to colleagues.

Personality: Confidence without arrogance; driven to continually "up their game" regardless of prior successes. Can do attitude when engaging with people. Can do attitude when engaging with people.

Accountable: Take ownership for mistakes, but celebrates the personal wins.

- # Clean Driver's Abstract. *****No Exceptions*****
- # Clean criminal record & child abuse registry check to be provided upon hiring. *****No Exceptions*****

This is a full-time opportunity with a great benefits package after a six (6) month probationary period. Wage will depend on experience and qualifications of the candidate. For over a decade, Trinity Energy Group has been Atlantic Canada's preferred energy efficiency company.

Please forward all resumes to Commercial Construction Manager, Steve Turnbull at steve@trinityenergygroup.ca