



VERSATILITY. EXPERTISE.

With these two words, Vertex makes the promise that we will always be versatile in developing solutions to our clients' unique needs and that we will always demonstrate expertise in our designated fields. We encourage our employees to think and develop the best solutions for our clients. If you think you have what it takes to play for the Vertex team, please apply.

Established in 1976, Vertex is a leading North American provider of environmental and industrial services. With over 40 years of expertise, Vertex helps clients achieve their development goals through our versatile suite of services. From the initial site selection, consultation and regulatory approval, through the construction, operation and maintenance phases, to conclusion and environmental cleanup, Vertex offers a diverse range of services throughout the life cycle of our clients' projects.

With a track record of success, Vertex provides an environment where people thrive. We recognize that each member brings a valuable skillset to the Vertex team. We make health, safety and community well-being a priority by supporting numerous endeavors at each of our locations across North America.

Vertex offers a fast-paced environment where priorities shift from day to day, but the expertise of our team allows these changes to occur smoothly. At Vertex, we value teamwork through collaboration within each division or office and provide support across the entire organization.

OVERVIEW

Vertex is currently accepting applications for one full-time, permanent **Project Coordinator in our Buildings Division**. The successful candidate will assist our Fabrications Manager and coordinate the project in accordance with the Vertex project management guidelines, policies, and the terms of the specific contract the role. The Project Coordinator will also assist in planning, organizing and controlling of the project to meet or exceed our client's safety, quality, cost, and schedule expectations.

CANDIDATE QUALIFICATIONS

- Diploma and/or Bachelor's degree in Engineering
- Project Coordination training and professional development from an accredited professional and / or construction industry association
- Three years of Project Coordination experience with Metal Buildings
- Knowledge of structural welding is an asset
- Experience with QAQC systems is an asset
- Willing to travel to and from Vertex properties, worksites or other business-related locations
- Must display excellent technical, planning, organizational, communication and leadership skills

RESPONSIBILITIES

- Assist in decision making regarding day to day operations with the guidance and support from the Fabrication Manager; including but not limited to general inquires, day to day operation, or issues related to Buildings projects
- Understand the costs, productivities, capabilities, and execution strategies for specific projects following the project handover meeting from the Estimating team
- Assist in tracking action Items for jobs and meet deliverable dates. Following procedures set forth for specific projects.
- Responsible to ensure daily time is accurately captured, submitted, and approved, as required
- Coordinate the delivery of equipment as required; ensure proper utilization of equipment to minimize costs
- Review the bid drawings and note any changes between the drawings

- Seek potential opportunities with clients you are servicing as well as any new opportunities
- Ensure site Supervision understands the specifications and standards for the project and tracks the quality requirements for the project

LOCATION

- This position would be based out of our Blackfoot office (10 Minutes from Lloydminster)

ADDITIONAL INFORMATION

- Compensation is commensurate with education and experience
- A comprehensive benefit package is provided

APPLY NOW

Email: hr@vertex.ca

When applying please indicate the following information on your application:

Job Requisition: 002 - 39

Job Title: Project Coordinator Buildings

We would like to thank all applicants for their interest in this position, however only those selected for interviews will be contacted