



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** for our Insulation Division. The successful candidate will assist our Project Managers. Along with coordinating the project in accordance with the Vertex project management guidelines, policies, and the terms of the specific contract the role 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

- Post-secondary certification diploma or degree from an accredited college, university or technical school in a relevant discipline
- Requires 1-5 years of Insulation experience and Project Management or Project Coordination Training and professional development from an accredited professional and / or construction industry association
- Must have a strong understanding of insulation materials, planning and forecasting projects as well as safety and quality expectations on Industrial sites. Relevant field and management experience with Vertex specific training will be recognized
- One (1) to five (5) years' proven proficiency in an industrial or commercial work environment in a project coordination capacity.
- Must display excellent technical, planning, organizational, communication and leadership skills

RESPONSIBILITIES

- Assist in development of full-scale project plans and associated communications documents.
- Assist in communicating project expectations to team members and stakeholders in a timely and clear fashion.
- Liaise with project stakeholders on an ongoing basis as directed by the Project Manager.
- Assist in the drafting and submittal of budget proposals, and recommend subsequent budget changes where necessary.
- Assist in the recruiting of the appropriate project personnel as required.
- Continually manage set project expectations with team members and other stakeholders.
- Support project timelines and milestones using appropriate tools.
- Assist in development and delivery of progress reports.
- Proactively manage changes in project scope, identify potential crises, devise contingency plans and submit to Project Manager for execution.
- Take positive action and accountability for their assigned work.
- Build, develop, and grow any business relationships vital to the success of the project.

LOCATION

- This position will be based out of our Sherwood Park, AB office.

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: 002-43

Job Title: Project Coordinator - Insulation

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