



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2025/09/30

## Project Coordinator I

<b>Job ID</b>	<b>323212-en_US-5113</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=323212-en_US-5113">https://careers.indigenous.link/viewjob?jobname=323212-en_US-5113</a>	
<b>Company</b>	Rogers	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2025-09-29	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Telecommunications

### Description

Our Technology team wakes up every day with one goal in mind - connecting Canadians to the people and things that matter most. Together, we are proud to support 30 million Canadians each month through managing a robust portfolio that champions leading-edge technology. We drive large-scale, complex, and high-visibility technology projects and programs that shape the future of technology in Canada and expand connectivity from coast to coast. If you are interested in being a part of this, consider applying for the following opportunity:

**Who we're looking for:** We are seeking a motivated individual to fulfill the role of Project Coordinator within the Access Networks Support team. This is an exciting position that is integral to successfully meeting customer commitments through effective coordination and tracking of critical project elements as they move between the extended Engineering team to Network Implementation. Reporting to the Central ANS Manager, the successful candidate will work closely with the System Planners, Network Implementation and other team members to coordinate and track progress. The candidate will demonstrate excellent communication ability, be able to organize and facilitate effective and efficient project milestone coordination meetings, be extremely detail oriented, and possess advanced MS Excel ability.

**Location:** We are open to hire for our Calgary or Edmonton location.

**What you'll do:** Work closely with an extended team to ensure project details transfer effectively between the various individuals and departments. The Coordinator will ensure project information is documented in RPATS (Rogers Project and Tracking Software) and Excel. The Coordinator will liaise with milestone owners to ensure schedules are accurate, current and recorded project information is relevant to project status. The Coordinator will ensure required RPATS fields are completed, updated and milestones are logically scheduled. The Project Support Coordinator will work directly with Engineering team members in coordinating the delivery of core project components.

**The position will report directly to the ANS Manager with the principal tasks of:**

- Monitoring and follow-up on missing or errant project data in RPATS and Excel
- Monitor and report on project SOI's and committed dates
- Facilitating project milestone meetings
- Be the central point of contact for all project hand-offs
- Preparation and distribution of project reports
- Track project financials committed and spent to budget through recording purchase orders and invoicing
- Track and report on addendum requests
- Central point of contact for project issuance and as-built return
- Monitor and record requisitions on material orders
- Monitor and report on permit expiration dates, in-service dates and SOI commitments
- Other project administrative tasks as required

**What you bring:** 2 years' experience (previous experience of working in a professional environment/ project management is considered an asset). 2 years' experience working in a Wireline Networks environment. Possess advanced MS Excel with strong MS Office Word and Power Point. Able to work well in a team environment. Experience with RPATS is a definite asset. Detail-oriented, with an emphasis on quality of work. Proven exceptional work-ethic, self-motivated, and highly driven. Excellent written communication ability with strong verbal communication ability. Excellent organizational skills. Must be flexible and willing to

perform other duties as required.

What's in it for you? We believe in investing in our people and helping them reach their potential as valuable members of our team. As part of our team, you'll have access to a wide range of incredible resources, growth opportunities, discounts, and perks, including:

- Competitive salary & annual bonus
- Competitive & flexible health and dental benefits, pension plan, RRSP, TFSA, and Stock matching programs.
- Discounts: Enjoy up to 50% off Rogers Services and Blue Jays Tickets, 25% off TSC items, and a 20% discount on all wireless accessories sold in Rogers stores.
- Paid time off for volunteering
- Company matching contributions to charities you support
- Growth & Development Opportunities
- My Path: self-driven career development program
- Rogers First: priority in applying to internal roles of interest
- Wellness Programs: Homewood employee & family assistance program
- Cognitive Behavioural Therapy (CBT) & Virtual therapy sessions
- Low or no-cost fitness membership with access to virtual classes
- Our commitment to the environment and diversity
- Work for an organization committed to environmental protection
- Strong commitment to diversity and inclusion with employee resource groups supporting equity-deserving groups including groups representing People of Colour, 2SLGBTQIA+, Indigenous Peoples, Persons with Disabilities and Women. We all bring something different, and we know what makes us different makes us great.

To protect our people, brand and assets, a pre-employment background check will be conducted. As part of our selection process, all candidates must clear a criminal background check. Additionally, a credit check and drivers abstract may be required depending on the role.

**Schedule:** Full time  
**Shift:** Day  
**Length of Contract:** Not Applicable (Regular Position)  
**Work Location:** 10450 178 STREET (7762), Edmonton, AB  
**Travel Requirements:** Up to 10%  
**Background Check(s) Required:** Criminal Record and Credit Check  
**Posting Category/Function:** Technology & Network Design  
**Requisition ID:** 323212

To support career growth, collaboration, and high-performing teams, all Corporate Employees are expected to work onsite a minimum of four (4) days per week starting October 6, 2025, increasing to five (5) days per week effective February 2, 2026. We believe that in-person connection strengthens our culture and drives industry-leading performance.

At Rogers, we believe the key to a strong business, is a diverse workforce where equity and inclusion are core to making everyone feel like they belong. We do this by embracing our diversity, celebrating our different perspectives, and working towards creating environments that empower our people to bring their whole selves to work. Everyone who applies for a job will be considered. We recognize the business value in creating a workplace where each team member has the tools to reach their full potential by removing any barriers for equal participation. We work with our candidates who are experiencing a disability throughout the recruitment process to ensure that they have what they need to be at their best. Please reach out to our recruiters and hiring managers to begin a conversation about how we can ensure that you deliver your best work. You matter to us! For any questions, please visit the

[https://performancemanager4.successfactors.com/doc/custom/RCI/Recruitment\\_Process\\_FAQ\\_EN.pdf](https://performancemanager4.successfactors.com/doc/custom/RCI/Recruitment_Process_FAQ_EN.pdf)

**Recruitment Process FAQ**

Notes: Technology

For more information, visit Rogers for Project Coordinator I