



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: 2025/09/26

Project Coordinator

Job ID	ohS3xfwt-15731-8421	
Web Address	https://careers.indigenous.link/viewjob?jobname=ohS3xfwt-15731-8421	
Company	EPCOR	
Location	Edmonton, Alberta	
Date Posted	From: 2025-09-24	To: 2050-01-01
Job	Type: Full-time	Category: Utilities

Description

Â Brief DescriptionÂ We're hiring a full-time, permanent Project Coordinator to support project managers in delivering projects of varying complexity-from initiation through to execution. In this role, you'll apply sound engineering and project management principles, demonstrate leadership and collaboration skills, and coordinate internal and external resources to drive successful outcomes.Â This position is eligible for EPCOR's comprehensive benefits package starting on your first day.Â We welcome applications from both internal and external candidates. Current EPCOR employees: please apply using your "@epcor.com" email address to ensure your application is properly captured on the seniority list.Â

Â Detailed DescriptionÂ Reporting to the Project Manager, the Project Coordinator is responsible for supporting the successful delivery of projects by:Â Project Execution and CoordinationAssisting with day-to-day project activities to ensure milestones are met.Coordinating design and construction inputs from stakeholders.Administering consultant and contractor contracts, including reviewing forecasts, invoices, and progress claims.Attending project meetings and tracking action items, deliverables, and contractor submissions.Monitoring and managing project changes, including preparing change documentation.

Planning and ProcurementSupporting procurement activities such as preparing RFPs, RFQs, and tender documents.Assisting Project Managers to develop evaluation criteria and assess bids. Developing and maintaining project schedules, cash flow forecasts, and accruals.

Project Management and ReportingImplementing project management plans to ensure projects are delivered safely, on time, on scope, and on budget.Preparing and maintaining key project documentation. Accurately reporting project status in alignment with departmental and corporate standards.

Stakeholder Engagement and CommunicationEnsuring timely and effective communication with the Project Manager and key stakeholders.Coordinating with diverse project teams to achieve project objectives.

Compliance, Safety, and Continuous ImprovementConducting site visits and safety audits to ensure safety is integrated into all aspects of work.Monitoring performance metrics and supporting continuous improvement initiatives.Ensuring compliance with policies, standards, and regulatory requirements to mitigate risks.

Independent Project ManagementMay independently manage less complex projects or components within a larger program, applying the same principles and practices outlined above.

Â Job RequirementsÂ **Qualifications and Experience:**Â Diploma from an accredited engineering technology program or a Bachelor's degree in Engineering (Civil Engineering preferred).Certified Engineering Technologist (C.E.T.) designation with ASET is considered an asset.Minimum of 4 years of related experience in project coordination or project management, specifically in the design and construction of water, drainage, municipal, or civil infrastructure.Strong understanding of project management processes, procedures, and permitting requirements.Coursework or certifications in project management or leadership are considered an asset.

Â Candidate Profile: You're a collaborative team player who thrives in dynamic environments. You bring strong problem-solving skills, a proactive mindset, and a willingness to embrace change. You're able to manage competing priorities, identify opportunities for improvement, and drive results. You communicate effectively, foster positive team dynamics, and consistently plan, organize, and deliver work on schedule.Â

Â Additional DetailsÂ **Our Commitment to Diversity and Inclusion**Â On Team EPCOR, we believe in building an engaging, inclusive and diverse work culture that inspires creative thinking, innovation and adds value to our communities. Our organization is a place where everyone is welcome, and where you can bring your whole self to work.Â When you join our team, you'll find a workplace where all

opinions, beliefs and lifestyles matter. We encourage you to apply and are happy to provide reasonable accommodation during the selection process to meet your needs.Â Jurisdiction: CSU52Class code: T2Final Wage and Step will be determined at the time of selection and is based on a combination of factors as outlined in CA that may be found online. Hours of work: 40 hours per week - Monday to FridayÂ Learn more about Working at EPCOR!Follow us on LinkedIn,Â X, GlassdoorÂ or Facebook!Â Please note the following information:Â A requirement of working for EPCOR is that you are at least 18 years of age, successfully attained a high school diploma (GED, or equivalent level of secondary education) and legally entitled to work in Canada. (A copy of a valid work permit may be required.)If you are considered for the position, clearance on all applicable background checks (which may include criminal, identity, educational, and/or credit) and professional reference checks is required. Some EPCOR positions require an enhanced level of background assessment, which is dictated by law. These positions require advanced criminal record checks that must also be conducted from time to time after commencement of employment.A technical/practical assessment may be administered during the selection process and this exercise will be used as a part of the selection criterion.To meet the physical demands required of some positions, candidates must be in good physical condition and willing to work in all weather conditions. Clearance on pre-placement medical and drug and alcohol testing may be required.Prior infractions for unsafe driving behaviours will be evaluated and considered for non-selection regardless of current demerits on file.Successful applicants must provide their own vehicles with appropriate insurance in accordance with EPCOR's Employee Mileage Reimbursement Policy. You will be reimbursed in accordance with EPCOR's Employee Mileage Reimbursement Policy.

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For more information, visit EPCOR for Project Coordinator