



# 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

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## Construction Project Co-ordinator

|                       |   |                        |
|-----------------------|---|------------------------|
| <b>Job ID</b>         | <b>A9-3D-A9-88-AC-53</b>  |                        |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=A9-3D-A9-88-AC-53">https://careers.indigenous.link/viewjob?jobname=A9-3D-A9-88-AC-53</a> |                        |
| <b>Company</b>        | Energy Network Services Inc.  |                        |
| <b>Location</b>       | Ottawa, Ontario   |                        |
| <b>Date Posted</b>    | From: 2020-09-14  | To: 2021-03-13         |
| <b>Job</b>            | Type: Full-time   | Category: Construction |
| <b>Job Start Date</b> | As soon as possible   |                        |
| <b>Job Salary</b>     | \$36.06/ Hour For 38 To 44 Hours Per Week   |                        |
| <b>Languages</b>      | English   |                        |

### Description

Education

Bachelor's degree

Energy Management and Systems Technology/Technician

Experience

2 years to less than 3 years

Specific Skills

Select trade subcontractors and co-ordinate their activities; Prepare contracts and negotiate revisions, changes and additions to contractual agreements; Prepare and submit construction project budget estimates; Plan and manage budgets; Plan and prepare construction schedules and milestones and monitor progress; Oversee the analysis of data and information; Establish and implement policies and procedures for quality control; Develop and implement quality control programs; Prepare reports; Plan, organize, direct, control and evaluate daily operations

Operating Systems and Software

Primavera

Budgetary Responsibility

\$100,001 - \$500,000

Business Equipment and Computer Applications

MS Access; MS Excel; MS PowerPoint; MS Word; AutoCAD; MS Office; MS Outlook; MS Project; Microsoft Vision

Additional Skills

Read blueprint, schemas and drawings; Operate CADD and other computer software systems; Hire and supervise activities of subcontractors; Recruit, hire and supervise staff and/or volunteers

Work Setting

Residential construction; Institutional construction; Industrial construction; Commercial and/or industrial construction

Security and Safety

Basic security clearance

Own Tools/Equipment

Cellular phone

Transportation/Travel Information

Own vehicle

Work Conditions and Physical Capabilities

Fast-paced environment; Work under pressure; Attention to detail; Combination of sitting, standing, walking; Tight deadlines; Overtime required

Ability to Supervise

5-10 people

Personal Suitability

Effective interpersonal skills; Flexibility; Team player; Excellent oral communication; Excellent written communication; Judgement; Values and ethics; Organized

**How to Apply**

Email: [hr@ensinc.ca](mailto:hr@ensinc.ca)