



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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Project Administration Officer (Project Coordinator)

Job ID	F9-AD-98-59-D4-D1	
Web Address	https://careers.indigenous.link/viewjob?jobname=F9-AD-98-59-D4-D1	
Company	Energy Network Services Inc.	
Location	Toronto, Ontario	
Date Posted	From: 2020-04-17	To: 2020-10-14
Job	Type: Full-time	Category: Construction
Job Salary	\$25.00 per hour for 40 to 44 Hours per week	
Languages	English	

Description

Energy Network Services is the largest turn-key lighting service provider in Canada. Operating programs for national and regional clients for energy efficient lighting, control systems, and lighting maintenance projects. We lead in the provision of innovative and cost-effective services for improving energy performance for commercial, industrial, retail, and institutional facilities in both the private and public sectors.

Job Type: Full time, permanent

DUTIES AND RESPONSIBILITIES

- â€¢ Work closely with Project Managers, coordinating schedules, communicating project progress, assisting with documents and processes.

- â€¢ Schedule and maintain a plan for sub-contractor work to align with project targets.

- â€¢ Establish work priorities and ensure procedures are followed and deadlines are met

- â€¢ Maintain various documents and that the information is accurate and up to date.

- â€¢ Complete reports, and control schedules and budgets of multiple projects.

- â€¢ Respond to emails to address client's concerns and project issues.

- â€¢ Assume administrative responsibility for a wide range of program deliverables; including incentives, budget, inventory and scheduling needs.

- â€¢ Proactively identify issues, and follow-up on actions required.

- â€¢ Prepare contract and tender documents for clients and vendors.

- â€¢ Assemble data and prepare periodic and special reports, manuals and correspondence

SKILLS AND SPECIFICATIONS

- â€¢ Capability of assuming responsibility and exercising independent judgement.

- â€¢ Ability to evaluate assignments, determine procedures and implement solutions, schedule work to meet objectives, participate in short- and long term planning.

- â€¢ Ability to work effectively in a multidisciplinary team and interact with staff at various levels of the organization.

- â€¢ Must be able to read and interpret drawings and specifications.

- â€¢ Excellent written and verbal communication skills, with ability to resolve issues in a timely manner.

- â€¢ Effective time management skills with the strong ability to multi-task and work on multiple projects.

- â€¢ Self motivated and demonstrate initiative to excel.

EDUCATION AND QUALIFICATIONS

- â€¢ Degree or diploma in Electrical Engineering, Architectural Technologies, Interior Design or Applied Science from a University or College of recognized standing.

- â€¢ Project coordination experience of two years a must.

- â€¢ Proficient in Microsoft Office.

- â€¢ Experience coordinating multiple projects of various scope, size and complexity.

- â€¢ Working experience and knowledge of Lighting is required.

Experience

Project Coordination 2 years (Required)

Lighting & electrical works 2 years (Required)

Credentials

Drivers Licence

Other

Location:

Energy Network Services Inc.

125 West Beaver Creek Road

Richmond Hill, ON L4B 1C6

How to Apply

Send resume to hr@ensinc.ca