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**ABOUT US:**

Since 1934, E.S. Fox Limited (ESFL) has set the standard for Safety and Quality Assurance. With over 3 million person-hours annually, we self-perform Structural, Mechanical, Electrical, Sheet Metal and Refrigeration services. E.S. Fox Nuclear Services have been providing fabrication and construction services to OPG and Bruce Power generating stations, along with their associated nuclear Waste Management facilities, for over 50 years. ESFL Nuclear Services aims to be the provider of choice. Our focus on Safety, Excellence, Continuous Learning & Improvement, Respect, Relationships and our Corporate Social Responsibility continues to keep us close to our clients.

ESFL Nuclear Services has offices in Oshawa and Kincardine along with on-site locations at the OPG and Bruce Power Nuclear Generating Stations. ESFL Nuclear Services provides a full spectrum of Engineering, Procurement and Construction (EPC) services, in addition to maintenance and manufacturing services, fit to meet the growing requirements of the global nuclear power industry.

With over 800 weld procedures and 45 certifications that are audited by ISO, CSA, ASME, TSSA and CWB, ESFL continues to be a leader in the supply of quality nuclear fabrications for projects all over the world. As nuclear power generation evolves and transitions to Small & Medium Reactors (SMRs), ESFL will retain the capability to provide design support for manufacturing, factory fabrication, shipping and logistical solutions, technical services and field construction.

With a strong commitment to health, safety and the protection of the environment, ESFL Nuclear Services has earned a reputation as a people-first, environmentally conscious and socially responsible nuclear services provider.

The **Oshawa, ON** office is looking for an organized, results-oriented and professional Project Coordinator to join our Project Management team.

**SUMMARY OF THE ROLE:**

#### The Project Coordinator is responsible for the administration of contracts and contractual obligations including those relating to subcontractors, contract changes, order changes, drawings and material requisitions. The Project Coordinator will be responsible for supporting the Project Manager with various project-related activities throughout the project lifecycle.

**KEY CUSTOMERS SERVED:**

1. Owner
2. Sub-Contractors
3. Construction Managers, Company Managers
4. Site Employees

**KEY RESPONSIBILITIES:**

* Support the project management team in coordinating project planning activities.
* Work with project management team to develop tools and templates.
* Implement processes and procedures and conduct training sessions when necessary.
* Coordinate all project management, engineering, and construction activities.
* Interface between various internal stakeholders. (project services, engineering, procurement, construction, quality)
* Support the project management team in monitoring project performance (cost, schedule, quality) and assist in completing and distributing regular project reports (including issues, status, and KPIs) to key stakeholders.
* Support the coordination of project close-out activities and transfer to operations.

**KNOWLEDGE AND EDUCATION REQUIREMENTS:**

* Bachelor’s Degree or Diploma in Engineering or a related field.

**SPECIFIC EXPERIENCE AND SKILLS:**

* Minimum of 2 years of experience as a project coordinator or equivalent for nuclear power plant industry or related construction/industrial projects
* Experience on projects with low risk and complexity preferred
* Understanding of project management, engineering, and construction processes, and procedures
* Knowledge of Primavera P6 or alternative project scheduling software an asset

**PERSONAL ATTRIBUTES:**

* Strong interpersonal, communication, organization and analytical skills

E.S. Fox Limited is an equal opportunity employer committed to providing an inclusive workplace. We will accommodate applicants with disabilities throughout the recruitment and selection process. Please advise Human Resources to ensure your accessibility needs are accommodated throughout this process.