



PROJECT COORDINATOR

Nelson River Construction (NRC) is currently hiring a full time Project Coordinator for our Concrete Division in Winnipeg, Manitoba.

NRC is a leading heavy construction contractor in Winnipeg, MB, operating inter-provincially with expertise in many areas of heavy construction including: Concrete paving, Asphalt paving, Aggregate processing and Underground services.

We focus on providing a supportive work environment that exceeds expectations and continually improves the quality of everything we do.

Responsibilities:

Assisting Project Manager in daily tasks including:

- Supervising construction progress
- Ensuring adherence to design drawings and specifications
- Tracking and reporting quantities of materials placed daily
- Tracking inventory of construction materials
- Maintaining a safe, secure, and healthy work site by following and enforcing standards and procedures and complying with legal regulations
- Performing other duties as required

Required Skills:

- Accurate and precise attention to detail
- Ability to multitask, prioritize and manage time efficiently
- Effective verbal, written, and interpersonal communication skills
- Ability to establish and maintain working relationships with all internal and external stakeholders
- Self-motivated and self-directed
- Able to work outdoors in all elements

Qualifications:

- Bachelor's Degree or Diploma in Engineering, Construction management, or a related trade or field
- Designation as Certified Engineering Technologist (C.E.T) or Professional Engineer (P.Eng) considered an Asset
- Ability to travel, work long hours, with the occasional evenings and weekends
- Possess strong mathematical and computer skills with experience in Microsoft Office Applications (MS Outlook, MS Word, MS Excel, MS Project), Bid2Win, and/or equivalent programs
- Willingness to learn and take on additional responsibilities, with proven ability to take initiative and leadership

NELSON RIVER CONSTRUCTION INC.

101 DAWSON ROAD N., WINNIPEG, MANITOBA, R2J 0S6 PH: (204) 949-8700 FAX: (204) 237-8337

www.nelsonriver.com

A23-008



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What we offer!

- Highly Competitive Wages
- Extensive Benefits Package including Health, Dental, & Vision
- One of the best company matched pension plans in Canada!
- Employee Assistance Program
- Opportunities for supported training, development, and career growth
- Ability to work alongside professionals on a multitude of projects around Manitoba!

**Only those considered for employment will be contacted.
Successful applicants will need to provide a current Drivers Abstract**

**Closing Date is February 28, 2023 or once a successful applicant has been found.
Visit our Website at www.nelsonriver.com for more information or to apply.**

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