



Job Description – Project Coordinator Co-op

What is the Opportunity?

Safer. Faster. Smarter. This is how Aecon Utilities is committed to delivering projects. Aecon Utilities is a leading North American utility infrastructure provider with a strong track record delivering safe, reliable and innovative solutions across electrical, telecommunications, pipeline distribution and renewable energy markets. With operations across North America, Aecon Utilities supports critical utility infrastructure that powers and keeps communities connected. Guided by our core value of Safety Always, we partner with clients to build the infrastructure that powers the future.

This position is part of Aecon's General Partnership with Six Nations within the Ohsweken Community. The Co-Op Project Coordinator will be based in Ohsweken office (50 Generations Dr).

Reporting to the Office Manager (A6N), the Project Coordinator Co-op Student will support the day-to-day administrative and coordination activities out of the **Ohsweken office**. This role provides an excellent opportunity to gain exposure to utility operations, project coordination, and office management in a fast-paced environment.

This is an **8-month co-op opportunity**, with a mix of office-based responsibilities and collaboration with field teams.

What You'll Do Here:

- Provide administrative and coordination support to the Utilities team
- Maintain project documentation, files, and correspondence
- Assist with data entry, tracking, and reporting of project information
- Support scheduling and coordination between field staff and office teams
- Assist in preparing reports, presentations, and internal communications
- Help track productivity, costs, and general project progress

- Coordinate materials, documentation, and logistics as needed
- Liaise with internal teams, contractors, and clients as required
- Support month-end reporting and reconciliation activities
- Perform general administrative duties and provide ad-hoc support to the office team
- Demonstrate attention to detail and accuracy in all tasks

What You Bring to the Team:

- Currently enrolled in a college or university program (Business, Administration, or related field preferred)
- Interest in utilities, construction, or infrastructure is an asset
- Strong organizational and time management skills
- Excellent communication skills (written and verbal)
- Strong attention to detail and ability to manage multiple priorities
- Proactive, self-motivated, and able to work with minimal supervision
- Comfortable working in a fast-paced, team-oriented environment
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Valid driver's license and access to a vehicle is an asset

Reason for Vacancy: New

The expected pay range for this role is \$20 - \$25 per hour

Individual pay is determined based on several factors, including work location, education, experience, unique skills and job conditions. Other considerations may include certifications, specialized training, and the complexity or scope of the role.

