

Job Title: Co-op, Project Coordinator

Come Build Your Career at Aecon!

Aecon delivers some of the most complex and impactful infrastructure projects — from transformative transportation networks to critical energy, industrial and nuclear programs. The projects we build connect communities and power future generations. With deep roots in North America and a strong footprint internationally, Aecon brings global expertise and proudly serves public and private sector clients through its Construction and Concessions segment.

Safety Always is not only our #1 core value – it is the standard that anchors our culture. We believe the most ambitious projects deserve the most committed people. At Aecon, you won't just build your career — you'll help build what matters to enable future generations to thrive.

At Aecon, you can count on:

- **Safety Always.** Our number one core value. The safety of our people, projects, partners, and stakeholders is our priority focus – today and always.
- **Integrity.** We lead by example, with humility and courage.
- **Accountability.** We're passionate about delivering on our commitments.
- **Inclusion.** We provide opportunities where people feel valued, supported, and empowered to contribute fully.

We deliver infrastructure with purpose, and our people are at the heart of everything we do. Aecon employees are incredibly proud to build some of the most impactful infrastructure of this generation – we call it **Aecon Proud**.

At Aecon we:

- Ensure you and your family receive the services and benefits needed to **support your mental, emotional, and physical well-being**.
- Are intentional when it comes to investing in your development. We help you build your career and advance your skills through our **Aecon University, tuition reimbursement, and Leadership Programs**.
- Are committed to creating work environments focused on mutual respect, teamwork, collaboration, and new ideas, through meaningful initiatives, training, partnerships with Veteran groups, our **Aecon Women in Trades** and diversity programs, as well as our **Employee Resource Groups (ERGs)**, to ensure we are building with top talent and harnessing our collective strengths within every aspect of our culture.
- Operate responsibly by managing risk, safety, and environmental considerations across all our projects and surrounding communities.

Our success is built on the passion, expertise, and dedication of our people. Together, we embrace strong execution, innovation, and continuous improvement — values that come to life through the unique talents and collaborative spirit of every team member. If you're inspired to make a difference through future-building projects, join our best-in-class team.

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 a 4-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.

Aecon fosters diversity, inclusion and belonging within and across our organization. We welcome all to apply including, women, visible minorities, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity.

We are committed to adhering to the objectives and requirements outlined in the Accessible Canada Act (ACA), and to meeting the accessibility needs of persons with disabilities in a timely manner. Through the implementation of the requirements of the ACA and its applicable regulations, appropriate accommodations will be provided upon request throughout the interview and hiring process.

As part of our commitment to fair and transparent hiring practices, Aecon may use artificial intelligence (AI) tools to assist in screening and reviewing candidates. These tools are applied responsibly and in accordance with applicable privacy laws and Aecon's AI Usage Policy. All final decisions are made by qualified Aecon team members.