

## **What Is the Opportunity?**

**Faster. Smarter. Safer** - This is how Aecon Utilities is committed to delivering projects. Aecon Utilities is ready to become Canada's #1 utility construction provider and we're looking for a Project Coordinator, Co-op to help us get there!

Reporting to the Operations Manager, the Project Coordinator, Co-op will be responsible for providing coordination and support to various aspects of operations to ensure safe, efficient, and profitable work execution.

This position is a part of Aecon's General Partnership with Six Nations within the Ohsweken community.

**Co-op contract starting September 2025, 8-12 month duration**

## **What You'll Do Here:**

- Assists in the efficient scheduling of various work crews as required.
- Assists in inventory management / control and related systems development.
- Coordinates / procures specialty materials / tooling.
- Assists in small / specialty tool inventory management / control / maintenance / certification.
- Tracks / maintains area specific worker Training Matrix.
- Onboard new employees ensuring proper training has been received prior to work execution
- Develop an understanding of budgets, cost reports & revenue forecasts at the project level
- Time entry, travel booking, and weekly scheduling of field personnel
- Ensures / tracks that quality and frequency of safety inspection / reporting is in compliance with Aecon Health & Safety and Environmental Manual.
- Reviews / tracks / summarizes Quality Assurance non-conformances and ensures appropriate training and follow-up.
- Ensures the safe / organized status of materials and equipment
- Receives, validates, off-loads, handles, processes related paperwork from vendors.
- Maintains timely and accurate billing
- Queries, analyzes, and reports on data from various systems to assist in operational efficiency.
- Generates reports, as necessary, as required by major customers.
- Facilitates deliveries of rush materials / tooling to crews as required.
- Performs other duties and responsibilities as required.

## **What You Bring to the Team:**

- Second- or third-year student from the Civil Engineering/ Technologist / Construction Management programs.
- Experience in construction industry an asset.

- Strong computer skills – MS Excel, MS Word, SharePoint
- Strong communication skills – oral and written.
- Self-motivated with good organizational skills.
- Adaptable to flexible work schedule when required to meet deadlines.
- Ability to work with others as a team.
- Valid driver's license.

Applicants can send their resumes directly to Mandy Cole at [mcole@aecon.com](mailto:mcole@aecon.com) to apply

Applications Close August 29th, 2025