

## **Materials Coordinator**

### **Position Overview**

Reporting to the Project Manager, the Materials Coordinator will play an important role on-site by assisting the project management with the day to day activities. This position will be a well-rounded training opportunity as the successful candidate will be cross trained within the various departments and exposed to various aspects of project management.

**This is a temporary contract, project-based position in Greater Sudbury, ON**

### **Key Responsibilities**

- Provides status report of project.
- Coordinates preparation and delivery of project deliverables and requests for information.
- Provides status and progress reports to his/her supervisor/manager.
- Development and upkeep of project tracking tools.
- Coordinates site procurement activities including preparation of purchase requisitions, materials tracking and ensuring traceability of materials when installed in the field.
- Active involvement in quality assurance with regards to understating and implementing policies and procedures.
- Provides estimating and project management assistance as required.
- Performs such other duties and responsibilities as assigned by his/her supervisor/manager.

### **Required Knowledge and Experience**

- Civil Engineering/ Technologist / Construction Management programs.
- Experience in the construction industry is a strong asset.
- Capable of reading and understanding construction drawings and documents.
- Sound computer skills – MS Excel / Lotus, MS Word, MS Project.
- Strong communication skills – oral and written.
- Self-motivated with good organizational skills.
- Ability to work accurately under pressure.
- Adaptable to flexible work schedule when required to meet deadlines.
- Ability to work with others as a team.
- Valid driver's license and access to reliable transportation.
- Willing to travel in as required.

Aecon has every intention of fostering diversity within and across our organization. We welcome those who would contribute to the further diversification of our staff including, but not limited to, women, visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.