

Supplier Site Coordinator

Wood is currently seeking a Supplier Site Coordinator for one of our project sites near Gogama, ON. If you have a successful track record and thrive in a fast-paced environment, this opportunity is for you.

This position is a fly-in/fly-out work rotation (14 x 14 -12 hours per day).

Key Responsibilities

- Focal point for all onsite supplier representatives' requirements.
- Support Construction with the scheduling of supplier's representatives to attend site for equipment installation inspection and commissioning activities.
- Support Area Construction Managers and Supply Chain with scope definition and durations.
- Liaise with suppliers for availability of site support representatives.
- Support and ensure Master Service Agreements are issued in a timely manner.
- Participate in weekly Management meetings.
- Coordinate the pre-attendance requirements for working on site (permits, qualifications, insurances, non-residence waivers, etc.).
- Schedule, secure and Coordinate site accommodation availability.
- Identify, arrange, and manage all supplier representatives' utilities and support requirements.
- Ensure that Wood and client safety, health, and environment (HSE) programs are always implemented and adhered to.
- Management of timecards and validation of invoices
- Monitor schedule of progress of assigned tasks and quality of work completed, identify mitigation strategies where required; and
- Participate in the turnover process by assembling completion checklists and other construction records.
- Maintain central database of all activities.

Skills / Qualifications

- Minimum of 5 years of multi-discipline service contract experience on large scale, heavy industrial projects in an EPC/EPCM environment.
- Ability to read and interpret schedules, plans and specifications
- Excellent interpersonal skills as well as the ability to work in a team environment
- Excellent Technical communications skills written and spoken
- Authorized to lawfully work in Canada without sponsorship from Wood

To Apply, click on link below:

[Wood - Careers - Supplier Site Coordinator in Gogama, Ontario | Careers at Gogama, Ontario](#)

Or visit our careers page at [Wood - Careers at Wood - Job Listings at Wood \(icims.com\)](#) and search for 2022-111122

If you require assistance, please contact Debbie.cupido@woodplc.com