Ledcor is a company built on a rich history of long-standing project successes. But when you work for Ledcor, your experience will go far beyond the project. With us, you’ll be challenged. Your work will be rewarding. Your safety will never be compromised. You’ll be given the opportunity to learn and grow your career and you will be proud of the work you do every day. Join our True Blue team and discover a career that means more! The Ledcor Group of Companies is one of North America’s most diversified construction companies. Learn more at: www.ledcor.com

Roles and Responsibilities
* Promote the overall Ledcor site safety program
* Perform daily, weekly, and monthly project control and reporting requirements
* Support and maintain systems and procedures at project start-up
* Support the subcontract management process throughout the duration of the project
* Coordinate, distribute and maintain request for information (RFI) processes, logs and binders
* Work with Project Manager/Superintendent to facilitate tracking of project milestones and financial deadlines
* Follow up with trades/consultants to facilitate the review and distribution of drawings, logs and sample transmittals
* Prepare purchase requisitions for approval and assist with procurement of materials and equipment
* Organize project close-out including creating turnover documents and assisting in demobilizing the site and archiving documentation
* May perform other related duties as assigned

Education and Qualifications
Working towards completion of a degree in mining or civil engineering
* Open to travel and relocation for project work on sites across North America including shift,
camp and outdoor work
• Can build relationships, team orientated, personable, confident, able to influence key
  stakeholders and proactively participate in discussions
• Up to 2 years related work experience is an asset (co-op/internships will be considered)
• Knowledge of office processes: project set up; subcontract management; change orders;
  RFIs (request for information); lien holdbacks; closeout
• Strong written and communication skills
• Able to read and understand construction documents
• Strong technical skills including experience with MS Word, Excel, and scheduling software.
  Previous exposure working in JVs or with Government Clients (BCMOT, A.T., etc.) would be an
  asset.
• Ability to solve problems based on clearly defined procedures
• Familiar with commercial/mining/heavy civil/infrastructure construction methodology and
  practices

Preferred Skills
Work Schedule: variable based on project, office, shift and camp schedules
• Travel: Travel to various sites and locations including relocation will be required
• Available: Starting in summer 2018

How to Apply
Apply via this link with your email address and details by April 30, 2018:

http://careers2.hiredesk.net/viewjobs/jobdetail.asp?comp=Ledcor&PROJ_ID=%7b20D55904-7C
EE-4FA3-9825-B06BF7CBDE25%7d&tp_id=1&TPPreview=1&LAN=en-US

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