



## PROJECT COORDINATOR (Mock Interviews)

The ideal candidate is pursuing or culminating studies in mechanical or industrial engineering and preferably has gained some experience in the industrial construction and manufacturing field. We are seeking safety first-minded people with good communication skills, attention to detail and is able to work in a team-based environment.

For over 40 years Lopes has been providing innovative solutions and quality workmanship for a wide array of projects in the industrial, mining, and commercial sectors. We've excelled in these fields and have a reputation for providing professional workmanship and superior quality. Relationships with our clients, subcontractors, and suppliers are founded on integrity and teamwork. These partnerships result in consistently delivering successful projects.

At Lopes we are also dedicated to our employee's growth and development success through training and mentorship. We believe our people are our strongest asset.

### DESCRIPTION

A **Project Coordinator at Lopes Limited** is responsible for the planning and organization of fabrication projects. A project coordinator steers the project through the lifecycle process, including obtaining customers' requirements, technical design, identify material needs and hazard assessments, coordinating between all collaborators and project implementation plans.

### FUNCTIONS/RESPONSIBILITIES

- Based at the fabrication shop, assists the project team and shop operations in the day-to-day duties of project administration and coordination.
- Reviews and coordinates project scope, technical documentation and drawings for project set-ups and control.
- Assists in the preparation of project quotations, including performing material take-offs and sourcing vendor supplied items.
- Coordinates submittals, maintains accurate project logs (RFI, Shop drawing, shipping lists, etc.), tracks responses and report on status.
- Prepares and maintains project schedules.
- Sources, procures and expedites vendor supplied material and services.
- Alerts Project Manager of issues arising that impact project cost, schedule, scope or quality.
- Maintains required record keeping and logs up-to-date.
- Assists the project team in providing effective project control.



- Coordinates project items with Operations Office, as required.
- Attends project coordination meetings, as required.
- Performs additional assignments and responsibilities as assumed or requested by supervision.
- Stays current with industry, regulatory, client and company standards as applicable.
- Perform additional assignments and responsibilities as assumed or requested by supervision.

## **QUALIFICATIONS**

- Engineering degree/diploma or working towards completion
- Experience in an industrial construction environment, is an asset
- Detail oriented
- Strong oral and written communication skills
- Ability to work in a fast-paced team environment
- Working knowledge of MS Project and/or Primavera P6

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Please note that applicants must be legally entitled to work in Canada.

Lopes is committed to hire the most qualified individuals for each position based on experience and merit. Accommodation will be extended throughout the hiring process, as required and upon request.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

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Project Coordinator in an Industrial Construction Environment