



**SASKATCHEWAN
CONSTRUCTION SAFETY
ASSOCIATION**

PROJECT COORDINATOR

The Saskatchewan Construction Safety Association Inc. (SCSA) is an industry-funded and directed non-profit organization that provides cost-effective, accessible safety training and advice to employers and employees throughout the province of Saskatchewan. With locations in Saskatoon and Regina, the SCSA equips more than 10,000 workers each year with the education and training they need to achieve their organization's safety goals. The Mission of the SCSA is to provide quality safety training and advice to construction employers and employees that will lead to reduced human and financial loss associated with injuries in the construction industry. For further information go to www.scsaonline.ca.

SUMMARY

Reporting to and collaborating with the Business Development Manager, this person is responsible for supporting the day-to-day management of projects to ensure they run smoothly and efficiently. Projects will vary, depending on the needs of the organization, but can include marketing, communications, and technical initiatives. The incumbent will have direct contact with all employees of the SCSA, working closely with the operations leadership team and Publications and Communications coordinator.

This is a great fit for someone who has been in a support role, dealing with varied duties in a hands-on capacity. SCSA offers a supportive, collaborative working environment. This role offers the ability to develop their skillset and experience and continued learning for career growth.

DUTIES AND RESPONSIBILITIES

- Involved in coordinating projects from initiation to completion ensuring projects are delivered on-time and within scope.
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring project feasibility.
- Create and maintain project documentation including project analysis, project plan, timelines, resources and communications among other elements.
- Track project progress and timely communicate its status to management and project members, ensuring parties' involved have all necessary information and complete work as scheduled.
- Track, analyze and communicate project risks and opportunities; provide workable solutions to risks.
- Compile project reports, update relevant documentation and assist in the development of operating procedures.
- Assist in the coordination of internal resources and external resources (third parties/vendors).
- Organize, attend and participate in project meetings; document and follow up on important actions and decisions from meetings; and distribute meeting minutes as applicable.

- Provide support to SCSA publications and communications including execution and monitoring of communications schedule, content; monitoring and reporting of performance data; and website maintenance as needed.
- The incumbent will represent the Safety Association as called upon to liaise with government agencies, external service providers and other related organizations.
- Perform other related duties as assigned including project tasks and other administrative support.

SUMMARY OF QUALIFICATIONS

Education and Experience:

- Post-secondary certificate or diploma in administration, project management or related discipline.
- Two years' experience working in a project management capacity preferred, but not required; related experience with a focus in marketing and/or communications will be considered.
- Knowledge of project management and risk management techniques, effective report writing and planning.
- Proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook) and working within templates and applying systems.

Skills and Competencies:

- Demonstrated planning and organizational skills including the ability to prioritize, and effectively manage time.
- Ability to work on tight deadlines and handle multiple tasks at once with strong attention to detail.
- Effective communicator through strong verbal, written and presentation skills.
- Effective interpersonal skills to collaborate with internal and external stakeholders.
- Collaborative team player with the ability to work well independently
- Adaptable, accepting of change in a professional manner.

To inquire or apply, directly contact Nicole Sebastian at Essence Recruitment with your resume.

www.essencerecruitment.ca

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Applications will be considered until 5:00pm on January 19, 2018.