



Advanced Energy Management Ltd.

*Putting our **energy** into saving yours*

Advanced Energy Management Ltd. (AEM) wants you to join our growing company and talented team! AEM is a company who has been in business for over 30 years in the Atlantic Provinces and has strategically expanded in Ontario through its sister company called Bacon Engineering Limited who have been in business for fifty years.

AEM is known for managing energy for buildings and providing HVAC solutions to optimize energy usage. We are currently seeking a **Project Coordinator** working out of our Dartmouth, Nova Scotia office. The ideal candidate must be organized, be able to effectively communicate, work well in teams, and must have experience in project management.

Reporting directly to the Project Manager, the Project Coordinator primarily assists in coordinating, planning, and organizing project activities to ensure budget and project milestones are met. The incumbent in this position will be responsible for coordinating meetings, resources, equipment, and information, as well as, assisting in ensuring quality assurance and safety requirements are adhered to.

Duties and responsibilities include, but are not limited to the following:

Project Coordination:

- Organize and plan concurrent project activities and ensure resources, equipment, and information are coordinated accordingly
- Coordinate and participate in project meetings, as well as document and follow up on important actions and decisions from meetings
- Liaise with clients to identify and define project requirements, scope, and objectives to effectively relay information to the Project Manager and other participants involved
- Monitor project progress and resolve issues that arise to ensure project deadlines are met
- Maintain inventory and ensure project procurement are in alignment with project deadlines
- Act as a point of contact and effectively communicate project updates to all participants
- Oversee and update project management system to ensure information are updated on a timely manner
- Ensure comprehensive project documentation, plan, reports, including material drawings and specifications are maintained and provided to technicians
- Make sure projects adhere to frameworks and prepare all required legal paperwork such as contracts, terms of agreement, background checks, etc.
- Assist Project Manager in continuous performance improvements and ensure KPI's are met

Quality Assurance:

- Conduct quality assurance tests to ensure standards and requirements are met
- Identify and review project changes and ensure changes are reflected in the design
- Review project designs and identify any anomalies and errors to prevent delays

Ethics and Values:

- Respect the values and code of ethics of The Company

Qualifications & Experience:

- Post-secondary education coupled with 1-3 years of work experience in in related field.
- Good knowledge of AutoCAD and Microsoft Office including Word, Excel, SharePoint, Outlook, etc.
- Strong oral and written communication skills with the ability to effectively present to clients and management team. Fluency in more than one language is an asset.
- Familiarity with Nova Scotia Occupational Health & Safety Act and Regulations is an asset.
- Demonstrated ability to coordinate and organize project schedules to ensure projects run smoothly
- Excellent organizational skills, including multitasking and time-management to ensure deadlines are met
- Self-motivated with the ability to work under minimal supervision
- Familiarity with HVAC and controls systems, as well as mechanical and electrical drawings is an asset.
- Hands-on experience with project management systems is an asset
- Strong interpersonal skills with the ability to influence and work well with others

Working Conditions:

- Willing and able to travel to job sites when required
- Ability to work overtime outside the normal working hours with minimal notice
- Exposure to environmental conditions including heat/cold, noise, and inclement weather when working
- Ability to lift up-to 30lbs unassisted when shipping and receiving project materials
- Certain tasks may require repetitive movements and intense concentration (i.e typing, analyzing reports and shop drawings, project documentation, etc)
- When visiting job sites, tasks may require climbing a ladder, reaching, and bending

WHAT WE OFFER:

At AEM, we believe in hard work and a good quality of life. Our work environment is one in which people enjoy coming to work. We empower people to make decisions and do whatever it takes to delight customers and take time to have fun and develop relationships with employees. Some benefits are:

- Group Benefits and RRSP
- Fitness & Clothing Allowance
- Work life balance, Half-day Fridays

TO APPLY

If you are interested in joining our team; please apply for this position by sending your cover letter and resume to careers@aemltd.com, quoting your full name and competition number **AEM2005** in the subject line. The posting will close end of day **Friday November 27, 2020**.

We thank all applicants for their interest in a career with AEM. Only successful candidates will be contacted for an interview.