

Are you a skilled designer with knowledge of HVAC and building automation systems? Do you have experience in AutoCAD, project coordination, and enjoy collaborating within a team to deliver quality results? If this sounds like you, join us as our **Operations Coordinator** at our Moncton office!

Position Summary:

Reporting directly to the VP Operations, the Operations Coordinator plays a pivotal role in coordinating, planning, and organizing construction project activities to ensure all budgets and milestones are met. You'll support our technical teams, manage resources, and act as the main point of contact with external stakeholders to guarantee project success. We're looking for someone ready to develop project coordination skills to lead projects of their own in the future.

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

Operations/Project Construction Coordination

- Organize and plan concurrent construction project activities, ensuring efficient coordination of resources, equipment, and project information.
- Act as the main point of contact, effectively communicating project updates and ensuring external stakeholder satisfaction.
- Oversee project progress, resolve issues, and monitor timelines to keep projects on track.
- Coordinate and participate in construction project meetings, document important actions, and follow up on decisions made.
- Manage project documentation, contracts, safety paperwork, CCOs, RFIs, and other legal documents.

Construction Design Support

- Schedule and run internal start-up meetings with project designers, programmers, and installers.
- Collaborate with customers for project clarifications, create RFIs, and answer questions from consultants.
- Prepare essential project materials, such as panel sticker sheets and O&M manuals, and ensure As-Builts are completed accurately.

Quality Assurance

- Conduct quality assurance tests to ensure projects meet required standards.
- Review project designs, identify anomalies, and implement design changes to avoid delays.
- Contribute to continuous improvement efforts to maintain high project performance and meet KPIs.

Ethics and Values

- Embrace and respect the values and code of ethics of our company.

What We're Looking For:

Qualifications & Experience

- Degree or Diploma in Engineering or a related field, with 1-3 years of experience.
- Proficiency in AutoCAD and Microsoft Office Suite (Excel, Word, SharePoint, Outlook, Teams).
- Knowledge of HVAC and controls systems and familiarity with mechanical/electrical drawings.
- Strong organizational and time-management skills, with experience in managing project schedules.
- Excellent verbal and written communication skills; fluency in multiple languages is an asset.
- Ability to work well independently, as well as part of a team, with strong interpersonal skills.
- Hands-on experience with project management systems is an asset.

Working Conditions

- Willingness to travel to job sites as needed.
- Flexibility to work overtime when necessary, sometimes with minimal notice.
- Comfortable working in various environmental conditions and lifting up to 30lbs when required.
- Capable of performing tasks that may involve repetitive movements and physical activities on job sites, including climbing, bending, and reaching.

Why Join Us?

- **Technical Growth:** Access to technical experts with years of experience in the field and we support training and development to build your technical abilities.
- **Team Culture:** Work in a collaborative environment with a supportive team. We plan fun team building events for our employees.
- **Meaningful Work:** Play a key role in impactful projects that improve energy management.

If you're ready to take the next step in your career, develop your project management skills, and join a team that values your growth, we'd love to hear from you. Apply today by submitting your resume to careers@aemltd.com!