



JOB DESCRIPTION

JOB FUNCTION

The Project Coordinator will support the execution of assigned projects or tasks within GFP. This includes all aspects of project management and support for the business unit, including planning, organizing, coordinating and controlling of all stages of the life cycle of programs or projects, from inception and approval to final acceptance.

JOB DUTIES

Reporting to the Project Manager is accountable for:

1. Supporting the effective implementation of assigned projects and tasks meeting safety, quality, cost and schedule requirements.
2. Assisting project management for coordinating, facilitating and driving project planning and execution.
3. Supporting project management for reporting on project performance, detect challenges to safety, quality, cost, and schedule.
4. Supporting Project Management to initiate and co-ordinate project scoping and risk management workshops.
5. Assisting project management to monitor project risks against risk management plan, maintain and risk register as required.
6. Participate in the evaluation of vendor proposals.
7. Supporting project management to implement contractor oversight for technical and field execution work.
8. Participate in self assessments and benchmarking.
9. Assisting project management to implement processes to manage contractor and project stakeholder performance issues.
10. Assist with continuous improvement of project management, contract management, business processes and procedures. Document and distribute lessons learned.
11. Perform other duties as required.

EDUCATION

- Requires knowledge of engineering/science/business encompassing subject areas relevant to the project planning, project management, scheduling and risk management. Requires strong interpersonal and communication skills to allow effective interaction in a project team environment with stakeholders and contractors, including relevant business and computer applications knowledge. This level of knowledge is normally acquired by successful completion of a 4 year university degree in Engineering, Science, Business or Finance, or by having the equivalent level of education.

EXPERIENCE

- Requires experience to become familiar with project managements and project controls principles and concepts such as risk management, estimating and scheduling. Requires experience to become familiar with the development and operation of various computerized systems and databases. A period of up to and including 2 years is considered necessary to gain this experience.