

Junior Project Coordinator- job post

[Delta CleanTech Inc.](#)

Note:

1- This job opening is ONLY available to applicants in Canada. Any applicants from elsewhere WILL NOT BE considered.

2- Only those candidate(s) with appropriate qualifications and experience will be contacted.

Job description

Delta CleanTech Inc. (Delta) is seeking a full-time qualified Project Coordinator to work with its project management team in Regina, Saskatchewan, Canada. The Project Coordinator will be primarily responsible for managing and coordinating the current and future CO2 capture and solvent purification projects of Delta from initiation to close. As a project Coordinator, you have skills in leadership, motivation, communication, negotiation, organization, budgeting, multi-tasking, prioritization, problem-solving, and adaptability. The Project Coordinator will report directly to both the Program Manager and Process Engineering Manager.

Minimum Requirements:

As a successful candidate you are/should have:

- Canadian, Permanent Resident of Canada or holding a work permit of Canada,
- A bachelor's degree or higher in project management, Chemistry, Analytical Chemistry; mechanical, chemical, industrial, environmental, material or process engineering.
- For Engineers: Registered, or immediately eligible for registration, as a Professional Engineer or Engineer-In-Training with the Association of Professional Engineers and Geoscientists of Saskatchewan
- One (1) year or more of work experience.
- Knowledge of Microsoft Project and other MS Office products.
- A valid driver's license.
- Willingness to travel within Canada and International Job Sites as needed.

Preference for:

- Certified from Project Management Institute as Project Management Professional (PMP) or other certificates.
- Experience in gas processing and CO2 capture processing facilities
- Experience in producing cost estimates for proposals.

2022-11-08

- Experience in ISO 9001 certification
- MBA
- AutoCAD knowledge
- Visual Basic programming
- Fluency in a second language.

Duties & Responsibilities:

In coordination with the Senior Project Management Team, you will be required to perform the following project management duties and tasks:

- Carry out new opportunity assessments for potential clients.
- Create and maintain the project docket, schedule, and action items for each project.
- Act as the key contact between customers and contractors, including engineering firms (EPC/EPCM), vendors, fabricators and consultants.
- Manage the production of engineering deliverables, procurement of equipment and materials, administration of construction and EPC subcontracts/partners inside and outside Canada.
- Support team efforts to create proposals, presentations, contracts, and related activities.
- Participate in main internal and external meetings for new and existing projects.
- Ensure that the project review process and other quality control guidelines are followed.
- Develop project documentation outlining plans for project objectives, staffing, budgeting, scheduling.
- Demonstrate creativity, foresight, and judgment in anticipating and solving problems.
- Other Project Management and Engineering duties as assigned.

Where you'll be working,

- You will work out of our offices in Regina, Saskatchewan, Canada.
- Hours of work are Monday to Friday averaging 40 hours a week.

How to apply

If you are interested in this position, please apply via LinkedIn with the following:

- Cover letter & Resume in one document, PDF or MS word format.

Only those candidate(s) with appropriate qualifications and experience will be contacted.

- Application deadline: Open until filled.