

## **Who We Are**

OCL Group Inc., is a proudly 100% Canadian, privately held, employee-owned, fully integrated general contractor with design-build solutions across Western Canada. OCL has the experience you can trust and the quality you can depend on. OCL has been proudly serving the energy and municipal infrastructure markets since 2009.

The formation of OCL was a direct result of a few long-tenured industry professionals with an entrepreneurial spirit, wanting to get back to their roots and build an organization “where people matter”. Formed in 2009, OCL started their first project and began building around a business model focused on “People and Doing the Job Right”. To learn more about what we do visit our website at [www.oclgroup.ca](http://www.oclgroup.ca)

## **The Role**

We are currently looking to add a **Junior Project Coordinator** to support our Midstream division on multiple construction projects (industrial, civil, mechanical, piping) throughout AB and BC. We require a self-motivated, hardworking, flexible person that has a vehicle, is willing to travel and can work onsite on a rotational basis.

## **Our Culture**

Our employees would describe the work environment as team based, fast paced and entrepreneurial. We believe in hiring “A” Players who are self-motivated and intrinsically driven to succeed. These types of people thrive in environments with minimal guidance because they are resourceful and can seek out information on their own to make informed decisions. Turning around profitable, safe projects for our clients is key to everything we do.

## **Compensation/Benefits**

- Competitive hourly wage with overtime after 8 hours per day
- Travel incentive, LOA, camp, vehicle allowance, etc. (varies per project)
- Cell phone allowance
- Extended health, dental, vision, LTD, AD&D, life insurance and dependent life insurance benefits after 90 days (50/50 split)
- Cell phone allowance or company provided cell phone
- Laptop
- Company paid professional membership fees and/or dues e.g. P.Eng, PMP

## **Key Duties/Responsibilities**

Reporting to the Project Manager, the Jr. Project Coordinator will be responsible for providing ongoing project management administrative support to the project management and field teams. The ideal candidate has a CET diploma or an engineering degree and has some experience working in construction.

- Assist PM with defining the scope of work portion of contracts. Assisting with bid evaluations and reviewing and overseeing subcontractors.
- Assist PM with progress billing, contract review, and change order preparation as required.
- Monitor daily progress of job(s) and/or project(s) reporting on progress, schedule and budget as required.

- Work closely with the PM and site supervision to ensure the safe and effective execution of the overall project plan.
- Works closely with Construction Management to participate in workforce planning for manpower, materials, logistics, equipment and subcontracts.
- Write RFI's
- Looking for a self-motivated, hardworking professional that can converse and build relationships with many different types of people quickly
- Must be able to problem solve and work under pressure

### **Education/Training Requirements**

- CET or working towards one
- Solid technical computer skills (Microsoft suite of products, Google Platform, Bluebeam, Excel/Google Sheets, CAD)
- Construction experience considered an asset
- Familiar with engineered drawings, Isometrics, LDT's and P&ID's
- Valid driver's license and reliable transportation
- Familiar with commonly used scheduling or estimating software
- Will have to complete various safety training and orientations as per client and OCL requirements prior to accessing site
- May have to pass a drug and alcohol test prior to accessing site