



Project Coordinator

Grieg Seafood BC Ltd.
Campbell River, BC - Relocation Assistance Offered

Grieg Seafood BC Ltd., a dynamic and growing company in the Aquaculture industry, is seeking to hire a full-time Project Coordinator, based in Campbell River, BC. Reporting to the Seawater Production Director, this position is responsible for coordinating activities and resources of projects that may impact multiple departments, systems or work-flows. May coordinate straightforward projects independently or assist Project Managers with components of large scale projects. The Project Coordinator works 5 days per week 40 hours on average Monday to Friday in the office in Campbell River with occasional weekends and overnight stays on sites. Role requires increased and/or flexible work hours when managing multiple time sensitive or special requests that have specific deadlines.

Key Responsibilities

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Determining project changes while ensuring project deadlines are met.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adherence to frameworks and proper documentation.
- Assessing project risks and issues and provide solutions where applicable.
- Ensuring stakeholder views are managed towards the best solution.

Knowledge, Skills and Abilities

- Highly organized with the ability to multitask and work on tight deadlines.
- Ability to accurately and effectively manage and synthesize large volumes of information.
- Ability to maintain confidentiality and effectively deal with sensitive information.
- Strong client focus and the ability to work with employees at all levels.
- Able to work independently with minimal supervision as well as in a team environment.
- Demonstrated analytical, problem-solving skills and resourcefulness.
- Excellent computer skills including **Microsoft Project**, Microsoft Word - Word, Excel, Outlook.

Training, Education and Experience

- A minimum of two years experience coordinating projects or equivalent.
- Post-secondary education (college or university) with a focus on Project Management, Computer Science, Business Administration or related fields.
- PMP, CAPM or PMI-SP or working towards any of these designations an asset.

Deadline to apply: Wednesday, October 3rd, 2018

Email your resume and cover letter to: hr@griegseafood.com

Thank you for your interest in working for Grieg Seafood. Please note that only those shortlisted for interviews will be contacted. Please note applicants must be legally entitled to work in Canada.