



---

ENERGY EFFICIENT LIGHTING - ENERGY MANAGEMENT - LIGHTING MAINTENANCE

---

#### **PROJECT COORDINATOR**

Energy Network Services is the largest turn-key lighting service provider in Canada. Operating programs for national and regional clients for energy efficient lighting, control systems, and lighting maintenance projects. We lead in the provision of innovative and cost-effective services for improving energy performance for commercial, industrial, retail, and institutional facilities in both the private and public sectors.

**LOCATION:** Port Coquitlam, BC

#### **DUTIES AND RESPONSIBILITIES**

- Coordinate overall project activities and tasks with clients, vendors, and sub-contractors.
- Schedule and maintain a plan for sub-contractor work to align with project targets.
- Maintain various spreadsheets and ensuring the information is accurate and up to date.
- Complete reports, and control schedules and budgets of multiple projects.
- Respond to emails to address client's concerns and project issues.
- Assume administrative responsibility for a wide range of incentives, budget, and scheduling needs.
- Proactively identify and inspection of issues and follow- up on actions required.
- Provide input and analysis that identifies any potential issues or misalignments and provide input into solutions to increase efficiency.
- Prepare contract and tender documents for clients and sub-contractors.
- Carry out a wide range of work, either independently or under general direction from the Manager.



---

## ENERGY EFFICIENT LIGHTING - ENERGY MANAGEMENT - LIGHTING MAINTENANCE

---

### SKILLS AND SPECIFICATIONS

- Capability of assuming responsibility and exercising independent judgement.
- Ability to evaluate assignments, determine procedures and implement solutions, schedule work to meet objectives, participate in short- and long-range planning, and may become involved in developing and promoting conceptual change.
- Excellent written and verbal communication skills, with tenacity to resolve issues quickly in a timely manner.
- Effective time management skills with the ability to multi-task and work on multiple projects concurrently under strict deadlines.
- Self-motivated, demonstrated initiative with a strong sense of urgency.
- Ability to work effectively in a multidisciplinary team and interact with staff at various levels of the organization.
  - **Preferred:** Ability to read and interpret line and construction drawings.
  - **Preferred:** Pre-existing knowledge base of general lighting systems.

### EDUCATION AND QUALIFICATIONS

- Degree or diploma in Electrical Engineering, Architectural Technologist, Interior Design or Applied Science from a University or College of recognized standing.
- Project Management experience is an asset.
- Proficient in Microsoft Office and Excel.
- Experience coordinating multiple projects of various scope, size, and complexity.
- Previous work experience is an asset.
- Lighting knowledge is an asset.

**JOB TYPE:** Full-time

**BENEFITS:** Health and Dental

### HOW TO APPLY

Please submit your resume to [BCinfo@ensinc.ca](mailto:BCinfo@ensinc.ca) with **COORDINATOR** in the subject line.