



About DesignPoint:

Headquartered in Bedford, NS with offices in Sydney and Bridgewater, DesignPoint is a leading professional services firm specializing in land development, municipal infrastructure, geotechnical, environmental, transportation, and structural engineering, and surveying services. Serving both public and private sector clients, we foster a team environment full of innovation and expertise, driving projects that shape the future of our communities.

Why Join Our Team?

At DesignPoint, we are a dynamic and growing team that is committed to providing a wide scope of engineering and surveying services across multiple disciplines and industries. We value creativity, innovation, flexibility and offer opportunities that allows our team to excel through continued learning, professional growth, and the freedom to explore forward thinking solutions. We are experienced professionals who enjoy a positive work environment and contribute to impactful projects.

Opportunity: Project Coordinator

As a **Project Coordinator** you will join our civil engineering team to support project managers in the planning, coordination, and execution of our critical engineering projects. Reporting directly to the Department Manager, this role is instrumental in ensuring that all project-related documents, schedules, and communications are maintained accurately and that projects run smoothly, on time, and within budget. The ideal candidate will be highly organized, detail-oriented, and possess strong communication skills to work effectively with internal teams and clients.

Key responsibilities may include:

- *Project Management Support:* working closely with Project Managers to map out a comprehensive project schedule, track milestones, ensure teams are aware of upcoming deadlines, and adjust timelines as needed when obstacles arise.
- *Resource Allocation & Progress Monitoring:* making sure the right people are assigned to the right tasks, at the right time; reviewing schedules with the Project Manager to reassign resources or adjust deadlines to ensure projects stay on track.
- *Financial Tracking & Invoicing Support:* assisting Project Managers in creating project invoices reflecting the work completed, track its approval, and follow up if any issues arise, ensuring the project's financial health remains intact.
- *Project Documentation & Reporting:* as projects progress, you'll be the person collecting data, organizing reports, and ensuring that stakeholders are always in the loop. Gathering input from the Project Manager, you'll draft the project meeting agenda, and distribute it in advance to the team, ensuring everyone is prepared. During the meeting, you'll take comprehensive notes, capturing decisions and action items, then follow up with team members afterward to track their progress, and to ensure clarity, accountability, and momentum as the project advances.
- *Application & Permit Coordination:* managing the submission of critical project applications, such as permits and compliance documents. You'll gather the necessary information, fill out the paperwork, liaise with regulatory agencies, and monitor the status of these submissions, keeping the team informed and the project approvals process moving forward.
- *Project File & Record Maintenance:* You'll be the keeper of organized project records, files, and documents, as well as retrieve necessary information from external client systems. Your meticulous organization will allow the team to quickly access exactly what they need, minimizing delays and ensuring the team remains prepared for any challenge.

- *Communication Management:* You'll work directly with the department manager, monitoring and filtering communications to ensure that important messages never get overlooked, and the manager can focus on high-priority tasks without distraction.
- *Calendar & Schedule Management:* You will be responsible for organizing the department manager's calendar, which involves scheduling internal and external meetings and ensuring deadlines are highlighted.
- *Task & Deliverable Monitoring:* You'll anticipate the manager's needs by tracking upcoming deadlines and deliverables. You'll proactively remind the manager and assist in preparing materials, coordinating with other team members to gather information, and ensuring that everything is ready ahead of time.
- *Report & Presentation Preparation:* You'll assist in the creation of presentations, reports, and other correspondence. Your role will be integral in crafting communications that accurately reflect the quality and professionalism of the firm.

Key requirements include:

- Work experience as a Project Administrator, Project Coordinator, or similar role;
- Familiarity with engineering and construction terminology will be an asset in communicating with technical staff, clients, and contractors;
- Experience with technical documents and schedules;
- Ability to exercise tact, discretion, sound judgment, and confidentiality;
- Detail oriented and a high level of accuracy;
- Capable of dealing with set timelines;
- Confident, self-starting, and able to work independently;
- Effective verbal and written communication skills;
- Advanced computer skills including proficiency with Microsoft Office and the ability to learn new programs;
- Strong organizational skills, prioritizing methods, and multi-tasking skills;
- Flexible / adaptable personality;
- Business Administration training or background would be an asset; and
- Valid Driver's License.

Key Benefits:

- Collaborative working relationship with the firm's principals;
- Opportunities for career and personal development;
- Competitive remuneration packages;
- Medical and dental coverage with Blue Cross, including unlimited access to online physicians;
- RRSP group plan; and
- Free on-site parking and access to select campus amenities.

Our Culture:

At DesignPoint, we have curated an environment that emphasizes innovation, creativity, and strategic collaboration. Our team members are encouraged to be forward-thinking, and solutions focused. We pride ourselves on our positive work culture and our dedicated commitment to professional growth and education.

If you are motivated to excel in your career and are passionate about making an impact, while seeking a place to grow and advance professionally, we would love to hear from you.

Joining DesignPoint and being a part of a team that strives to be involved in the future of engineering and surveying in Nova Scotia will be a rewarding and elevated career experience.

Please forward resumes to Alicia Crossland at alicia.crossland@designpoint.ca