



Electrical Project Coordinator

About Us

We are the local Sales and Service Centre for Swagelok Company, a multinational leader in the manufacture of fluid system components for Oil and Gas, Nuclear Power, Pulp and Paper and many other industries. We are seeking a contract associate to join our Fabrication team.

Responsibilities may include but are not necessarily limited to the following:

- Provide technical leadership and guidance to a team of engineers, technicians, and project stakeholders.
- Provide project management and oversee project coordination to ensure accurate billing, time accounting, and financial reporting.
- Consult and negotiate with customers to prepare specifications, explain proposals, and present engineering reports.
- Prepare and evaluate tender and construction packages.
- Assist with capital project development, including feasibility studies, project scope definitions, preliminary engineering designs, and capital cost estimates.
- Complete electrical, control and instrumentation system design including P&ID drawings, control system architecture, MV and LV electrical power systems and instrumentation systems.
- Design, program and configure DCS and PLC/HMI applications.
- Perform system checkout, testing, and commissioning.
- COR safety program experience

When selecting candidates, we will be looking for the following essential skills, abilities, and experience:

- Bachelor's degree or diploma in electrical engineering, or Inter-provincial Journeyman Status
- Minimum of 5 years' project management experience
- Shop Fabrication, commissioning, construction, and start-up experience
- Proven ability to successfully manage and deliver electrical/controls projects
- Strong interpersonal, verbal, and written communication skills (English)
- Practical knowledge of North American industrial electrical standards
- Legally entitled to work in Canada

This is a contract position that could lead to a permanent full-time position.