

PROJECT COORDINATOR

OAKVILLE/PICKERING, ON | IN-OFFICE | FULL TIME | HYBRID | ENGINEERING OPERATIONS

OUR COMPANY

For over 35 years, NBM Engineering has been helping shape the infrastructure that keeps communities powered, connected, and moving forward. As a trusted engineering and consulting firm, we partner with municipalities, hydro utilities, and telecommunications providers across Canada to deliver Electrical and Civil Engineering Design, Compliance & Asset Management, Geomatics Support, and Project Management services.

At NBM Engineering, we believe great engineering creates lasting impact. Guided by our values of integrity, collaboration, technical excellence, health and safety, accountability, and continuous improvement, we empower our people to solve complex challenges, support critical infrastructure, and help build stronger, safer, and more sustainable communities for future generations

ABOUT THE ROLE

SHAPE PROJECT SUCCESS. SUPPORT GREAT TEAMS. ADVANCE YOUR CAREER.

At NBM Engineering, the Project Coordinator role offers an exciting opportunity to work alongside industry professionals, Department Heads, Project Managers, and technical teams supporting critical utility, infrastructure, telecommunications, and engineering initiatives across Ontario.

This role is ideal for an individual who enjoys collaboration, problem-solving, and making a direct impact on project success. As a key member of the operations team, you will gain exposure to a diverse portfolio of projects, contribute to continuous improvement initiatives, and play an important role in helping teams deliver exceptional results for clients and communities.

The successful candidate will act as a central point of coordination between internal departments, field teams, designers, clients, municipalities, utility stakeholders, and regulatory agencies to support the successful completion of multiple concurrent projects.

WHAT YOU'LL DO

PROJECT COORDINATION & ADMINISTRATION	• Coordinate project activities across multiple departments and project teams. • Assist Department Heads and Project Managers in planning, scheduling, and monitoring project execution. • Maintain project schedules, trackers, work plans, and milestone reporting. • Ensure project deliverables are completed according to established timelines and client requirements. • Monitor project progress and escalate concerns that may impact schedules, quality, or budgets. • Support project closeout activities and ensure proper documentation retention.
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DEPARTMENT & LEADERSHIP SUPPORT	• Provide administrative and project coordination support to Department Heads and Supervisors. • Assist in prioritizing workloads and tracking departmental initiatives. • Support resource planning and allocation across active projects. • Prepare status reports, dashboards, meeting summaries, and performance updates. • Coordinate internal communications regarding project priorities and deadlines. • Help maintain consistency in project processes and documentation standards.
CLIENT & STAKEHOLDER COORDINATION	• Serve as a point of contact for project-related inquiries. • Coordinate communications with clients, municipalities, utilities, contractors, consultants, and regulatory agencies. • Ensure client requests and project updates are communicated promptly to appropriate internal teams. • Track client deliverables, submissions, feedback, and approvals. • Support client meetings through scheduling, documentation, and action item follow-up.
PERMITTING & REGULATORY COORDINATION	• Identify permitting and approval requirements for assigned projects. • Prepare and compile required supporting documentation, drawings, forms, and submissions. • Coordinate permit applications and approvals with: ◦ Municipalities ◦ Conservation Authorities ◦ Railway Authorities (CPKC / CN) ◦ Utility Providers ◦ Other regulatory bodies as required • Track permit status and ensure approvals are obtained within project timelines.
DOCUMENTATION & REPORTING	• Maintain organized project files and records. • Manage project correspondence, meeting minutes, action logs, and document registers. • Generate project reports and progress updates for management and clients. • Support data collection and reporting initiatives for operational and departmental performance. • Ensure records comply with company procedures and client requirements.
SCHEDULING & RESOURCE COORDINATION	• Assist with resource forecasting and workload balancing. • Coordinate field work, design activities, site visits, and project meetings. • Monitor project calendars and schedule changes. • Support capacity planning initiatives led by Department Heads. • Help identify scheduling conflicts and resource constraints.

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WHAT WE'RE LOOKING FOR

EDUCATION	Post-secondary Diploma or Degree in: • Engineering Technology • Civil Engineering • Electrical Engineering • Project Management • Construction Management • Business Administration • Or a related discipline
EXPERIENCE & QUALIFICATIONS	• 2-5 years of project coordination, project administration, or project support experience. • Experience supporting engineering, utility, telecommunications, construction, infrastructure, or consulting projects is considered an asset. • Experience working with multiple stakeholders and competing priorities. • Knowledge of permitting and utility coordination processes is desirable.
TECHNICAL SKILLS	• Proficiency in: ◦ Microsoft Office Suite ◦ Microsoft Excel ◦ Microsoft Outlook ◦ Microsoft Teams ◦ Microsoft SharePoint ◦ Microsoft Project • Ability to create reports, trackers, schedules, and presentation materials. • Experience with project management and resource planning tools is an asset.
PERSONAL ATTRIBUTES	• Highly organized and detail oriented. • Strong follow-through and accountability. • Excellent interpersonal and customer service skills. • Proactive problem-solver. • Adaptable and able to work in a fast-paced environment. • Collaborative team player committed to achieving project success.

ELIGIBILITY REQUIREMENTS

- Legally entitled to work in Canada.
- Ability to work within a hybrid or office-based environment as required.
- Ability to manage multiple projects, priorities, and deadlines effectively.
- Valid Ontario Driver's Licence and access to reliable transportation is considered an asset.
- Ability to communicate professionally with clients, stakeholders, and internal teams.

COMPENSATION & BENEFITS

- Expected Salary Range: \$45,000 to \$95,000 CAD annually
- Benefits and RRSP after 6 months probationary period

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APPLICATION PROCESS

1. Submit your application through the NBM Engineering Careers Portal.
2. Applications will be reviewed by the Hiring Team.
3. Selected candidates will be invited to an initial screening interview and when qualified will undergo a Skills Assessment (Virtual or In-Person).
4. Shortlisted candidates may participate in a panel and/or technical interview and a final discussion with the leadership team
5. Reference checks will be conducted for the final candidate.
6. Successful candidates will receive a formal offer of employment.

Applications will be reviewed confidentially and assessed based on qualifications, experience, performance, and organizational needs.

SEND YOUR APPLICATION THROUGH OUR:

[CANDIDATE APPLICATION FORM](#)

SHOULD YOU HAVE ANY QUESTIONS, FEEL FREE TO REACH OUT AT:

careers@nbmengineering.com

ACCESSIBILITY & INCLUSION STATEMENT

NBM Engineering welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates participating in all aspects of the recruitment and selection process.