

Project Coordinator

Job Description

Location:

Calgary, Alberta, Canada

Summary:

TransCanada Turbines (TCT) is the sole authorized overhaul, repair and maintenance service provider for Siemens Energy and General Electric (GE) aeroderivative industrial gas turbines, serving an expanding international client base.

TCT's key strength is our people, who offer quality and flexibility that only an independent organization can provide.

We are currently looking for an experienced **Project Coordinator** to join our Airdrie Depot team.

The Project Coordinator (PC) is responsible for the execution of General Electric and/or Siemens (formerly Rolls-Royce) industrial gas turbines through the repair/overhaul process within the TCT depot facility. The PC will be responsible for ensuring that each project is managed in the most expeditious timeline and within the commercial value of the project as agreed to by the Customer and setup by the Project Manager.

Duties:

Duties will include but will not be limited to the following:

- Supporting the Project Manager as well as managing the repair and overhaul of General Electric and/or Siemens industrial gas turbines, ensuring that this work is carried out in accordance with the applicable OEM manuals/contract, TCT specifications and procedures, and standard industry practices.
- Work with other members of the Project team, Depot Team Leaders, Sales, Finance, Commercial, Field Service, Test Cell, Engineering & Quality department, to resolve commercial and technical issues/discrepancies.
- Maximize quality, delivery and service performance.
- Ensure there is good communication with other departments and suppliers of services to maintain a continuous flow of work.
- Manage multiple stake holders of the project, including the customer(s), internal staff, contractors and vendors
- Completion of final reporting and invoicing for all services rendered
- Ensure all work instructions are developed in accordance with company policies and procedures.
- Assist with the review of established acceptance standards as part of continuous improvement initiatives.

Project Coordinator

- Increase knowledge of the HSE Policy and Manual and maintain a positive attitude towards the health and safety of myself and my coworkers.
- Take ownership of HSE issues and demonstrate enthusiasm and support for HSE.
- Other duties as directed by the Director, Projects.

Employee / team flexibility is of prime importance to TransCanada Turbines. It is important that all employees are willing and able to assist with any activity, at any time, as necessary to support the needs of a changing and demanding customer base in the gas turbine repair and overhaul business.

Qualifications:

- A minimum of 3 years Project Coordinator experience is required, a combination of education and experience will be considered
- Previous experience coordinating with GE or Siemens Industrial Gas Turbines is an asset
- Proficient in Microsoft Office

Company Requirements:

- Successful completion of a criminal background check

We Offer:

- A full comprehensive benefits package, 100% employer paid
- Company paid RRSP contributions
- Disability & Life Insurance
- On-site parking
- Casual dress
- Paid time off
- Bonus

Qualified candidates can apply directly to recruitment@tcturbines.com
For more information about TCT please visit our website: www.tcturbines.com

****Only those selected for an interview will be contacted****