
Department: Project Planning

Position: Planning Coordinator

Location: Winnipeg Corporate Office

Closing Date: June 25, 2018

Principles and Core Values

The hallmarks of FWS' success are our commitment to our customers, our excellent reputation, and our principles of precision, professionalism, efficiency, and quality. FWS employees are actively engaged in our mission to provide Innovative Solutions for Building Value. Adhering to a strong set of ethics and operating our business with high levels of integrity are requisite values at FWS.

Basic Purpose

Provide support and assistance to Project Planning team to gain familiarity with all aspects of proposal development. Work with Planning, Sales, and Engineering/Drafting personnel to assist with developing the preliminary design, cost estimate, schedules, and proposal submission package. Upon decision to proceed with the project, assists with proposal turnover package to transfer contract information regarding the contractual, cost, and scope items necessary for the effective completion of the project.

Key Accountabilities/Responsibilities/Competencies

- Supports proposal development process as directed by Project Planners. Gains knowledge and familiarity of Planning processes by creating certain proposal elements.
- Familiarity with standard construction processes/methodology and construction sequencing.
- Perform basic material take offs of all types; concrete, steel, civil.
- Basic understanding of construction laws and contracts, insurance and bonding, and provincial taxation.
- Good familiarity with site layout information such as gridline references and topographical reports.
- ability to interpret as-built cost information for analysis.
- Proficiency with reading and interpreting construction drawings.
- Ability to draft and interpret tender packages.

Qualifications

- Pleasant demeanor with an ability to manage multiple time-sensitive tasks while working within a team environment.
- Education/training as a CET or EIT or relevant work experience. P.Eng designation preferred.
- Minimum 2-3 years of experience in a planning or estimating role, specifically in the construction industry.
- Previous field experience or working with mechanical agriculture equipment is an asset.
- Strong communication and interpersonal skills, both written and verbal.
- Strict attention to detail and accuracy, as well as strong planning and organizing skills.
- Creative thinker who seeks innovative solutions to complex issues.
- Good business acumen, understands financial aspects of construction.
- Proficient with MS office, including Excel and Project.

Apply online at www.fwsgroup.com or send resume to tradecareers@fwsgroup.com. Thank you to all applicants, however, only selected applicants considered for next steps will be contacted.