



Canadian Base Operators

JOB VACANCY **Project Coordinator**

Canadian Base Operators Inc. (CBO), a member of the Allied Wings consortium, providing Support Services to our Department of National Defence client, requires an experienced **Project Coordinator** in Southport, Manitoba.

Key Responsibilities:

- Liaise with contractors/vendors to coordinate services as directed, and check contractor or vendors for license compliance
 - Develop and disburse project bid packages
 - Coordinate pre-project meetings with contractors/vendors
 - Work with internal and external parties to organize the various components needed to initiate, run and conclude major projects; such as coordinating schedules and activities, placing orders for supplies and services and tracking progress and results.
 - Coordinate deliverables associated with lease agreements for Allied Wings
- Act as Support Services Health and Safety Advisor, providing professional health and safety leadership
 - Co-ordinate the Health and Safety management system as well as the activities of the Joint Health and Safety Committee (JHSC).
 - Provide advice and monitor compliance to ensure the Company meets its obligations under Health and Safety legislation. Coordinate policies, procedures and work closely with elected Health and safety representatives, managers and supervisors.

Skills & Qualifications:

- Knowledge/experience in airfield maintenance and /or construction engineering would be beneficial/desirable
- Quality Assurance experience and practices would also be beneficial/desirable
- A working knowledge of MS Office
- Highly motivated self-starter with the ability to take charge of projects with little supervision, and can work equally as a team member.
- Attainment of "Level 1 – Enhanced Reliability" Security Clearance by the Canadian Security Intelligence Service

This dynamic role offers exceptional rewards and a comprehensive compensation package, commensurate with education and experience.

All applications will be accepted on an equal basis.

We thank all applicants; however, only those candidates selected for an interview will be contacted.

If you wish to apply, please advise your supervisor of your interest and then submit your resume prior to close of business on Friday November 21st, 2008 to:

Tamara Sokolosky
HR Administrator – Support Services
Fax: (204) 428-2419
Email: sokolosky.td@alliedwings.ca

WE ARE AN EQUAL OPPORTUNITY EMPLOYER