

Project Coordinator

Location: Calgary



CONTAVA Inc. is a security systems integrator providing assessment, design, project management, installation and maintenance services to industrial, institutional, commercial and government clients. It is comprised of professionals who are committed to exemplary conduct and performance. The company is part of a growth industry characterized by merging enterprise class IT infrastructure and physical security technology. The CONTAVA team is responsible, knowledgeable and committed to delivering outstanding integrated solutions. With the support of CONTAVA, employees are expected to learn and develop long lasting careers in this exciting technical environment.

CONTAVA is looking for an individual who will:

- Support the Project Management Office (PMO) in the deployment of integrated security systems.
- Coordinate CONTAVA's workforce of technicians, installers and subcontractors.
- Support CONTAVA's Quality and Safety program throughout project delivery.
- Monitor and allocate project costs and labour in CONTAVA's Business and Order Management system.
- Ensure completion and timely delivery of project purchasing and invoicing.
- Provide robust communication with CONTAVA customers.
- Develop and maintain client and key stakeholder relationships while building confidence and respect in the organization's abilities throughout the industry.
- Assist in the preparation and maintenance of as-built documentation in a robust and professional manner.
- Work with the CONTAVA PMO to develop and improve processes and procedures to continually improve the group's management capabilities.
- Leverage the CONTAVA environment and experiences to enhance their capabilities and career in Project Management.

Qualifications:

- A minimum of two years of applied Coordination or Administration experience in the security, electronics, telecommunications, construction or IT industry.
- Post-secondary education from an accredited college, university or technical institution.
- Proficiency with the Microsoft Office Suite and Windows XP or 7 PC's is required.
- Proficient written and verbal communication skills are mandatory – clear and concise communications are pivotal to success.
- Exceptional organizational skills. Able to coordinate multiple activities simultaneously.
- Observant, accountable, co-operative and attentive to productivity and corporate profitability.
- Strong analytical and problems solving skills.
- Willingness and capability to learn and develop themselves.
- Experience with the following systems and technologies is an asset:
 - Microsoft Project, IP networks, low voltage electronics, power and communications, Access Control, CCTV (IP and Analog), Intrusion Systems, Client-Server security applications, MS SQL databases, Servers and Storage Arrays.

CONTAVA offers competitive salary packages, an incredible work environment and career advancement opportunities. Qualified applicants should contact CONTAVA at recruiting@contava.com or 1-800-661-9821.