



## **Project Planner**

**Location:** Dundas, ON

**Web Site Address:** [www.liburdi.com](http://www.liburdi.com)

**Number of Positions:** 1

**Posting Date:** January 2018

**Contact Email:** [resume@liburdi.com](mailto:resume@liburdi.com)

**Reference Number:** JD01042018

**Please quote the above Reference Number in relation to your application**

Liburdi GAPCO (The Great Atlantic and Pacific Pipe Welding & Construction Company, Inc.) is a provider of welding solutions to the construction and power energy industries. Through the use of state of the art technology, advanced weld engineering, skilled trades and project management, Liburdi offers customers a cost effective, high quality service and product.

A Project Planner is responsible for producing and updating construction work packages. To achieve a successful project deliverable, the project planner must communicate with various departments. The planner will be involved in supporting the sales team to develop preliminary project plans for quoting purposes. The Project Planner will plan and manage in shop project activities. The Project Planner is expected to coordinate and collaborate with the respective discipline Project Managers, Superintendents and/or General Foreman to ensure buy in and completeness of the installation work packages (IWP)

The Project Planner must be willing to travel throughout North American and Europe. Approximately 30% of the Project Planner's work time will be spent travelling. The position is for the day shift however, shift times may change dependent on project requirements. Project site conditions are comparable to construction environments found in Oil & Gas industries, shipyards, industrial sites and nuclear facilities.

**Typical Duties Include (but are not limited to):**

- Collaborate with the sales department to prepare preliminary planning packages for proposals.
- Prepare FIWP (Face Installation Work Packages).
- Collaborate with Site Superintendent to develop the required field documents.
- Collaborate with the Project Manager and Site Superintendent (SS) to define project safety requirements.
- Cooperate with the Welding Engineers and Quality Assurance Managers to collect relevant documentation to maintain and manage the Engineer and Construction Work Packages.
- Collaborate and coordinate with Equipment Manager and SS to provide a list of orbital equipment and spare parts required for the project.
- Ensure that all projects are following and executing to the installation work plan. Revise and make changes as required.

**Key Skill Requirements:**

- Strong verbal and written communication skills
- High attention to detail
- Ability to handle multiple tasks
- Ability to manage difficult situations and work well under pressure
- Proficient in Microsoft Excel

**Key Education/Experience Requirements:**

- 3 to 5 years' project planner or coordination experience required
- Mechanical, welding or metal fabrication work experience is an asset
- Work experience in construction is an asset

**Application Information:** This role is a permanent full time position. Candidates should be able to obtain a Passport, travel VISA's and pass various background / site access checks as required by our clients. Candidates should have a valid driver's license. Interested individuals are encouraged to forward their resume to: [resume@liburdi.com](mailto:resume@liburdi.com)

Liburdi is an equal opportunity employer. We welcome and encourage applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.