



VACANCY

Temporary Project Coordinator

Emera (Caribbean) Renewables Ltd. is seeking applications from suitably qualified professionals to fill the position of **Temporary Project Coordinator**. Reporting to the Renewable Energy Manager, the successful candidate will be responsible for coordinating projects, carrying out administrative duties, maintaining project documentation and handling financial queries. The incumbent will also prepare and execute comprehensive action plans, inclusive of resources, timeframes and project budgets and coordinate field installation activities for renewable energy systems.

Primary Responsibilities

- Working closely with project leaders to develop project scope of work, schedules, budgets and timelines and to determine project requirements.
- Acting as a liaison across departments on renewable energy matters to coordinate the renewable energy process for small/medium/large scale renewable energy projects to ensure their successful completion.
- Ensuring the delivery of project reports and managing the ad hoc reporting process as warranted, coordinating resources to ensure that reports are completed in the time required by clients and management.
- Coordinating project management activities including preparation of documentation, resources, equipment and information.
- Coordinating the design process to ensure the design meets the intended goals of the project.
- Using project scheduling and control tools to monitor projects plans, budgets and expenditures and tracking hours for work throughout the project life cycle, keeping teams informed about project status and issues that may impact the project.
- Maintaining awareness of project safety concerns and potential violations.
- At least 50% of time will be spent in the field overseeing projects.

Qualifications and Experience

- A degree in Project Management or a related field **AND/OR** a minimum of three (3) years' experience in a similar role **OR**
- Five (5) years of practical experience in construction or the renewable energy industry
- Project Management certification would be an asset
- Knowledge of Microsoft Project would be an asset
- A vehicle and valid driver's license are required

Remuneration

We are offering an attractive compensation package to the successful candidate.

Applications

Suitably qualified candidates should submit their applications by e-mail to careers@emeracaribbean.com. The deadline for submissions is **October 1, 2021**. Please note that only suitable applications will be acknowledged. Information on the Company can be obtained from the website www.emeracaribbeanrenewablesLtd.com.