

Job Description

West White Rose CGS Project



SNC-LAVALIN DRAGADOS PENNECON

Name:	CHANGE COORDINATOR
Department:	FINANCE
Reports To:	FINANCE MANAGER

RESPONSIBILITIES

The Change Coordinator (CC) will:

- Support our construction team on our Project site in Argentina, NL.
- Reporting to the Finance Manager, the Change Coordinator will coordinate with all members of the project team to ensure that all changes to the project baseline schedule and budgets are captured, recorded, approved and implemented within the project controls tools.
- Follow the well-established procedures for cost coding, change management, contract management.
- Ensure all changes are properly documented in writing, in accordance with the established procedures.
- Coordinate with the Project Team members for the collection of data, evaluate and assess the overall cost impact of any changes on engineering, procurement and construction and report the conclusions the appropriate Managers.

MAIN TASKS AND DELIVERABLES

- Log all New Changes with appropriate status.
- Coordinate with the appropriate Manager to expedite any changes that have not been started.
- Coordinate with and expedite the Project Team Members in preparing detailed trend estimate for timely submissions to the Client.
- Ensure that the completed Trend has all the required signatures before submission to the Client.
- File all back up, working files, and approved files on in appropriate folders.
- Maintain the latest dollars / hours / status information in the Change / Logs.
- Organize / send invites for the change management meetings.
- Notify the appropriate Project Team Members once a change has been approved/rejected / cancelled.
- Maintain Register and Meeting minutes.
- Prepare a monthly summary report highlighting trend statistics, including how many days it between initiation, submission, and approval of each change.
- On a monthly basis, ensure that the Log balances to the monthly difference.

QUALIFICATIONS

- Technical college diploma or engineering degree or a recognized business program
- 7+ years' experience within project controls, in consulting and/or contracting environment on EPC/EPCM project/s
- Strong computer skills and firsthand experience working with project management systems
- Highly effective organization and planning skills

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- Excellent analytical and communications skills
- Proven ability to work well independently, demonstrating initiative and follow-up
- Authorization to, lawfully work in Canada without sponsorship.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.