

Project Coordinator

JNE Welding is currently looking for a full-time **Project Coordinator**. A JNE Project Coordinator supports the execution of multiple projects across the organization by providing shared coordination, tracking, and administrative support to the Project Management team. This role works across a portfolio of projects and is intended as a developmental position toward a future Project Manager role.

The primary responsibilities of this role will include:

- Support multiple Project Managers across projects based on workload priorities
- Maintain organized and accurate project documentation
- Assist with scheduling, tracking, and reporting project progress
- Coordinate communication between internal departments
- Track materials, deliveries, and procurement status
- Assist with cost tracking and preparation of billing information
- Capture meeting minutes and action items
- Support safety documentation and communication
- Identify and suggest process improvements
- Maintain confidentiality of project information
- Other duties as assigned

The ideal candidate will have the following education, experience, and qualifications:

- High school diploma (Grade 12) required.
- Basic understanding of project coordination principles.
- Ability to read drawings.
- Proficiency in Microsoft Office.
- Strong organizational and communication skills.

JNE Welding is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. JNE offers competitive compensation, a comprehensive benefit package, onsite fitness facility, professional development opportunities, challenging work, and a commitment to continuous improvement and excellence. JNE places considerable emphasis in our hiring strategy on attitude versus pure aptitude. We continue to build a strong team that has depth in both personal leadership skills as well as industry related training and experience.

For more information about JNE Welding, please visit our website at www.jnewelding.com or our LinkedIn at <https://www.linkedin.com/company/jne-welding/>.

If you are interested in this position, please apply through Indeed: [Project Coordinator](#)

All other methods of external applications will not be accepted.