

Job Title: Senior Project Coordinator

Job Type: Full-time, Permanent

Location: Terrace, BC
[Primarily in-person in Terrace, Open to exploring other options for the right fit]

Salary: \$80,475 - \$91,041/year or hourly equivalent, based on experience

About Us

Axis Mountain Technical is a specialized mountain construction company with expertise in drilling and foundations, blasting, rigging and high-angle work, steep slope equipment operation, technical installations, and remote access job sites. We excel with projects challenged by the mountain environment. Our strength is in our team, our mountain experience, and our ability to build strong relationships with our customers, project partners and suppliers.

Position Overview

Axis is seeking a highly motivated Senior Project Coordinator to help lead the charge in standardizing project coordination, supporting project delivery, and mentoring a growing team. This is an exciting opportunity for someone with a strong foundation in construction or engineering project environments who wants to shape how we coordinate across all projects.

Responsibilities

Project Oversight & Coordination (60%)

- Monitor active project Labour, Equipment and Material (LEM) sheets for accuracy and completeness for assigned projects
- Assist in the preparation of client-facing and internal deliverables such as reports, change orders, and project documentation
- Serve as a key point of coordination between project teams and departments (accounting, procurement, compliance)
- Foster strong, proactive communication with clients, subcontractors and suppliers

Mentorship and Team Development (20%)

- Provide mentorship and day-to-day guidance to junior and intermediate coordinators ensuring alignment with project and company standards
- Support onboarding and skills development of new team members by sharing tools, tips and best practices

Standardization & Process Improvement (20%)

- Lead initiatives to streamline and standardize project coordination processes across all projects

- Identify opportunities to improve tools, templates and workflows and present viable solutions

Qualifications & Experience

- 4–7 years of experience supporting projects in a civil construction, design/build, or engineering company environment in an administrative, project coordination or related capacity
- Bachelor's degree (preferred) or equivalent experience
- Proven ability to work both independently and collaboratively, prioritize, maintain a high degree of organization and handle complex coordination issues
- Strong communication, analytical thinking, problem solving and mentorship skills
- Demonstrated ability to meet deadlines in time-pressured situations
- Experience with project documentation and tracking tools (e.g., Procore, MS Project, or similar)
- Proficient in Excel and Google Suite

Key Competencies & Attributes

- Analytical Thinking: Able to solve complex coordination problems using sound judgment
- Initiative: Proactively identifies areas for improvement and drives continuous improvement
- Mentorship: Supports the development of less experienced team members
- Process Orientation: Champions consistency and standardization in workflows
- Communication: Communicates clearly across all levels, internally and externally
- Collaboration: Builds strong relationships across functions and promotes a team mindset
- Professionalism: Maintains a client-first approach and acts as a trusted point of contact

Why Work With Axis?

At Axis, we value employees who take ownership of their roles, demonstrate effective teamwork, and who are committed to innovation, creative solutions and continuous improvement with the goal of delivering excellence for our company, partners and customers.

We are committed to creating a workplace where innovation and continuous improvement can thrive and where people feel empowered to grow.

By joining our team, you get access to:

Health & Wellness

- Extended medical & dental benefits (after 3 months of employment)
- Employee Assistance Program (EAP) (after 3 months of employment)



Financial Security

- Competitive salary
- Reimbursement for professional dues (PMP, CAPM, or equivalent)

Professional Growth

- Access to paid online learning platforms (Coursera)
- Internal promotion opportunities

Our Commitment

In our journey towards an equal employment opportunity employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, and other protected status as required by applicable law. We believe in diversity of thought and experience. We encourage all qualified candidates to apply. Should you require any accommodation, please reach out to pparekh@axismountain.ca

We thank all applicants for their interest, however, only candidates under consideration will be contacted.