



## **Job Posting - Project Manager/Coordinator**

**Location:** Winnipeg, MB (with projects primarily based in Manitoba and expanding into other provinces across Canada)

**Company Overview:** VersaPile is a fast-growing helical pile contracting company supporting infrastructure projects across utilities, energy, Indigenous, telecommunications, and commercial markets. As we continue to grow, we are focused on building strong project execution capabilities that support our clients, our field teams, and the long-term health of the business. Our success depends on disciplined planning, clear communication, and people who take ownership of their work from start to finish.

**Position Summary:** The Project Manager / Coordinator is a hands-on execution role responsible for managing assigned projects from award through close-out. Reporting to the Head of Projects, this role plays a central part in coordinating people, schedules, documentation, and commercial processes to ensure projects are delivered efficiently, professionally, and in line with client expectations.

This role requires a high level of organization, forward planning, and confidence. You will manage multiple active projects at once, each with competing priorities across clients, vendors, and internal teams. Success in this role depends on your ability to plan ahead, manage expectations, communicate clearly, and stay composed under pressure.

You will be a key contributor to short- and mid-term project forecasting and scheduling, working closely with the Head of Projects, other Project Managers/Coordinators, and Field Operations leadership as the department continues to grow.

### **Key Responsibilities:**

- **Client Communication:** Serve as the primary point of contact for clients from project award through completion, managing expectations related to schedule, scope, and execution. Provide clear, timely updates on project progress, risks, and changes, and communicate difficult or challenging messages professionally and confidently when required to protect both the client relationship and the business.
- **Project Onboarding & Lifecycle Management:** Lead project onboarding, including internal handover, documentation setup, and kickoff coordination. Manage projects through all phases of execution, ensuring milestones, deliverables, and reporting requirements are met, while maintaining organized, accurate, and up-to-date project records through to close-out.
- **Project Scheduling & Coordination:** Develop and manage schedules across multiple active projects, forecasting and planning weeks and months in advance to ensure work is stacked and sequenced effectively. Coordinate closely with Field Operations leadership to align work plans with available crews, equipment, and materials, and adjust schedules as conditions change, clearly communicating impacts to both clients and internal teams.
- **Project Procurement:** Coordinate the procurement of all external resources, including materials, shipping, and subcontractors, to support project execution. Raise deposit invoices to clients and issue Purchase Orders to suppliers and subcontractors, ensuring external resources are aligned with project schedules and kept informed of project progress.



- **Change Orders, Invoicing & Project Documentation:** Manage the change order process from pricing and approval through execution and documentation. Ensure all project documentation is complete and accurate, including pile reports and documentation required for Letters of Conformity. Prepare and issue project invoices in accordance with contract terms and project progress, track accounts receivable in coordination with Finance, and ensure clean project close-out with all documentation and financials finalized.

#### **Qualifications/Experience:**

- 3+ years experience actively coordinating or managing construction projects, with **direct ownership** of scheduling, client communication, and day-to-day project execution in a fast-paced, multi-project environment.
- Experience in foundations, civil, utilities, energy, or infrastructure projects is a strong asset.
- Proven ability to manage competing priorities across clients, vendors, and internal teams.
- Demonstrated experience managing client expectations and delivering firm, professional communication.
- Strong organizational skills and attention to detail.
- Solid understanding of project scheduling, change orders, invoicing, and cost tracking.
- Experience using project management software and/or CRM systems to plan, track, and report on project activity.
- Proficiency with Google Workspace or Microsoft Office (Sheets/Excel and Docs/Word).

**Why VersaPile?** This is an opportunity to play a meaningful role in a growing Projects team within a company that is intentionally building structure, clarity, and accountability as it scales. At VersaPile, you'll work closely with leadership, Field Operations, and clients, contributing directly to how projects are planned, coordinated, and delivered. We are building more than a business. We are creating a place where strong performers can take ownership, grow their capabilities, and help shape how we operate for the long term.

**How to Apply:** If you're ready to take on a role that challenges and rewards, and you're excited about helping VersaPile build a legacy of excellence, please submit your resume and cover letter to Debbie Cowan, General Manager, at [debbie@versapile.com](mailto:debbie@versapile.com), outlining your experience and why you'd be a great fit for our team.