



SCHEDULER/CONTRACT ADMINISTRATOR

OVERVIEW

Lopes Limited is looking for a **Scheduler / Contract Administrator**.

The ideal candidate is required to have experience in project scheduling and contract administration in the industrial and/or mining field. We are seeking an individual with good communication skills, attention to detail and is able to work in a team-based environment.

For over 40 years Lopes has been providing innovative solutions and quality workmanship for a wide array of projects in the industrial, mining, and commercial sectors. We've excelled in these fields and have a reputation for providing professional workmanship and superior quality. Relationships with our clients, subcontractors, and suppliers are founded on integrity and teamwork. These partnerships result in consistently delivering successful projects.

At Lopes we are also dedicated to our employee's growth and development success through training and mentorship. We believe our people are our strongest asset.

DESCRIPTION

A Scheduler / Contract Administrator is responsible for providing day-to-day support for company projects.

FUNCTIONS/RESPONSIBILITIES

- Develop and maintain project schedules (Primavera P6 and/or MS Project)
- Actively manage (update, monitor and report) schedules in conjunction with Project Managers
- Liaise with management on project progress
- Coordinate the tendering process
- Review contract requirements in conjunction with estimators and construction coordinators
- Review contracts to identify scope and milestones.



QUALIFICATIONS

- Experience in developing and maintaining construction project schedules in Primavera P6 and/or MS Project
- Knowledge of contract administration and tendering processes
- Detail oriented
- Strong oral and written communication skills
- Ability to work in a fast-paced team environment

Please note that applicants must be legally entitled to work in Canada.

Lopes is committed to hire the most qualified individuals for each position based on experience and merit. Accommodation will be extended throughout the hiring process, as required and upon request.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.
