



25 June 2026

Project Coordinator- (WLFN)

Johnston Builders Ltd. is looking for a motivated and experienced PROJECT COORDINATOR to join our dynamic team. This is site-based position at our new project in Whitefish Lake First Nation-Atikameg, Alberta.

*****Priority will be given to members of Whitefish Lake First Nation-Atikameg community who reside in WLFN-Atikameg*****

In the past 35 years, Johnston Builders Ltd (JBL). has earned recognition as a successful and respected privately-owned contracting firm providing construction management, general contracting, and consultant services across Western Canada. JBL specializes in a number of construction sectors that includes urban retail complexes, light industrial, hotels, medical facilities, educational institutions, community centres, adaptive re-use and restoration, and sustainable construction projects for Private, Public and First Nation Clients.

Johnston Builders is propelled by an exceptional team of construction executives, project managers, superintendents, estimators, field, and support staff that adheres to JBL's core values.

- *We value trust and transparency,*
- *We support our team and community,*
- *We are confident in taking a calculated risk,*
- *We are approachable,*
- *We are big picture thinkers.*

Responsibilities include:

- Work closely with the Project Superintendent/Manager/Director to collaborate on all aspects of the project.
- Aid in the buy-out process.
- Prepare subcontracts, purchase orders, and change orders.
- Prepare contracts under the direction of the Project Manager
- Coordinate subcontractors
- Document control.
- Track change order requests, site instructions, etc.
 - Prepare, track, and distribute RFI's and Submittals
 - Conduct detailed shop drawing review and coordination.
 - Review drawings and log construction documents.
- Complete meeting minutes to project site meetings and distribute.
- Visit sites to ensure quality work is performed on time.
- Review deficiency reports and help manage any actions required to correct deficiencies.



- Collaborate with JBL safety officer to ensure work progresses in accordance with the JBL safety program and OHS regulations.

Ideal candidate will possess the following attributes:

To qualify for this role, you will need at least **2 years of experience** in the construction industry (commercial, industrial, multi-family residential). A diploma or degree in construction engineering, a CET designation, or equivalent education/experience is an asset - recent graduates are encouraged to apply! A valid Class 5 driver's license is required.

As our ideal candidate, you have a positive attitude, excellent interpersonal skills, and an eagerness to learn. You are a motivated self-starter with high diligence and accuracy, along with strong analytical, multi-tasking, and critical thinking skills. Advanced verbal and written communication skills, along with effective organizational and time management expertise will ensure success in this role.

Computer skills, including the ability to competently operate computerized job-costing, Bluebeam/Adobe ProX, and Office 365 are required. Most importantly, you will have experience providing unparalleled service to clients and liaising with construction personnel. As such, you need to be a resourceful and confident analytical person who can make decisions for the benefit of the project and our clients.

****Please note that if no suitable candidate meeting required qualifications is identified, applicants with lower qualifications may be considered for employment at Project Assistant Level.***

The successful candidate will be provided with training and development opportunities to enhance their skills*.

About the Benefits

In exchange for all your hard work and determination, you will receive a **competitive salary**, along with a wide host of benefits including:

- Yearly salary review and year-end performance bonuses
- Competitive and flexible vacation schedule
- Company contributed RRSP matching up to 5%.
- Opportunities to attend/participate in conferences and seminars, and support in training and career development plans.
- Medical, dental, optometry, and prescription benefits and other insurance coverage
- Health and wellness program
- Competitive mileage rate for use of vehicle
- Employee appreciation and bonding events



Join Our Team!

If you are looking to join a dynamic organization that values its employees and fosters a friendly, supportive, and enjoyable work environment, we encourage you to apply by submitting your resume through one of the following methods:

- 1. Email: pilanim@johnstonbuilders.net*
- 2. Mail: Box 119, Atikameg, Alberta*
- 3. Email: Delores.Weesemat@atikamegcfs.ca*
- 4. In person: Atikameg Child & Family Services Society Main Office, Atikameg, Alberta*

Application Deadline: July 10, 2026

Applications will be accepted until July 10, 2026. Interviews will be scheduled shortly thereafter for selected candidates.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.