

Project Coordinator, Oakland

Do you want to join one of the leading engineering consulting companies, creating value for customers, people, and societies worldwide? Can you lead small, low-risk projects from initial concept, through the planning process to implementation? Then this could be the next step in your career!

JOIN COWI INTERNATIONAL TEAM IN OAKLAND OR SEATTLE

With over 93 offices worldwide, COWI is a leading international consulting group providing clients with innovative and sustainable solutions to complex challenges within transportation, energy, environment, water, industry, buildings, and planning. Together with our over 6,500 dedicated professionals, COWI pushes the boundaries of engineering design around the globe.

As a member of the North America team, you will work across the transportation and energy sectors and beyond, supporting projects within railways, highways, metros, marine, wind, oil and gas, and more.

Our portfolio includes some of the world's most prestigious and challenging bridge, tunnel and marine structure projects, as well as program management and construction management. We have hundreds of skilled experts working on projects in North America and worldwide, covering the entire lifecycle of a project from idea, concept, and design to operation and maintenance.

EXTEND YOUR POTENTIAL IN A GLOBAL TEAM OF EXPERTS

In this position, you will join our global team of experts and work within a functional team that is responsible for providing project coordination and management services to ensure projects meet the company's Quality and Project Management standards and other requirements. Your primary task on our team will be to work with Project Managers on multiple projects, utilizing and contributing to the development of project management best practices.

On a day-to-day basis you will:

- Assist in project planning, monitoring, and forecasting, including change and risk management.
- Assist Project Managers in project financial management and the achievement of profitability targets.
- Develop and implement document controls, communication protocols, and assist with subconsultant management on projects.
- Assist in reviewing and preparing contracts.
- Supports project safety requirement compliance.

COWI is a leader within our field because our employees are leaders within theirs. We invite you to learn from the best and expand your potential in an outstanding environment, where we collaborate on shaping tomorrow's societies. Alongside your manager, you outline the path for your development and build your expertise on a day-to-day basis, working on global and local assignments.

YOUR SKILLS. OUR TEAM. TOGETHER WE DESIGN THE FUTURE

Your skills are the key to our success. Working across borders and disciplines, we share knowledge and build strong relationships with colleagues and customers. You contribute with your expertise and get to learn from the best.

To succeed in this position, we believe that you should possess superior planning and organizational skills combined with the ability to work under pressure on multiple and competing deadlines.

Furthermore, you should:

- Have completed post-secondary education in engineering, business, project management, construction management or related field and hold a minimum of 7 years of previous relevant experience in a similar project management role or equivalent
- Be a Project Management Professional (PMP) certified personnel or have the ability to obtain the same
- Be proficient in cost control management (Earned Value Management) for projects of various sizes
- Have strong decision-making and problem-solving abilities together with the ability to adjust to changing priorities, deal with ambiguity and work with a variety of stakeholders
- Be strongly knowledgeable of ISO 9001 Quality Management and also proficient in scheduling software such as MS Project, Primavera, and/or CPM Logic, or equivalent.

DO YOU HAVE ANY QUESTIONS?

Please email our Talent Acquisition Manager, David Haynes on dahy@cowi.com

HOW TO APPLY

Click on the APPLY button and tell us why you are the right person for this role. We look forward to receiving your application. The application deadline is stated at the top of the page.

EQUAL OPPORTUNITY EMPLOYER

COWI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, COWI complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Please click on [this link](#) for more information. To view a copy of the executed "Affirmative Action and Equal Employment Opportunity Policy Statement", please click [here](#).