

Project Coordinator

Location: Edmonton, AB

Job ID Number: PCCA1904

At Univar, we believe our culture is second to none. Imagine the stability of a multi-national corporation, with the comradery of a start-up. We foster a friendly, welcoming, high-performance environment where every idea and initiative is given the respect and attention it deserves. We're proud to offer our employees:

- Competitive salaries
- Comprehensive Medical/dental benefits
- Industry leading pension plan
- Bonus opportunities
- Paid training and development programs at every level
- Global career advancement and mentoring opportunities
- Education allowance

Our team is successful due to our mix of diverse backgrounds, education, experience and careers, and we are proud to be included on the Alberta Top 75 Employer list and a recipient of Canada's Safest Employer award!

About the position

Reporting to the Project Manager, the Project Coordinator is a key member of our project team and provides support to all project team members in their day to day activities. If you are looking for a challenging role in a team orientated environment and a fast paced company this is the job for you!

What you'll do

- Set up tools and standards for managing the projects and program
- Provide project tool training and support to team members
- Keep project management informed through planning, tracking, and reporting on outputs and actions
- Information and logistics management
- Conduct audits and health checks on projects and programs
- Travel within Canada approximately once per month, occasional travel outside of Canada

What we would like from you

- Post-secondary education in a related field (i.e. Project Management, Business, Education, Construction, Oil & Gas)
- 1-2 years of project coordination or project management experience is preferred
- Experience in chemical distribution, preferably with a strong understanding of Univar Solutions' business and systems
- Knowledge and experience in the use of the various tools to aid program management. High proficiency using the MS Office suite of programs
- Strong interpersonal and communication skills
- Excellent problem-solving skills and attention to detail
- Must be highly organized and able to handle a dynamic workload
- Ability to travel outside of Canada if required
- Preference is given to a candidate residing in the Edmonton, AB area; however, will consider candidates residing anywhere within Canada

What do we do?

Univar is a leading global chemical distributor of industrial and specialty chemicals, food ingredients and related products and services. Our wide Canadian distribution network, with locations coast-to-coast, helps guarantee fast, reliable service to Univar's customers. Across North America, Europe, the Asia-Pacific region, and Latin America, our nearly 9,000 employees serve over 100,000 customers, representing nearly every major industry and a highly diverse set of end markets.

Safety is our top priority, the foundation for all aspects of our global business operations. Safe transport and storage of products, safe operational practices and safe working conditions enable us to protect our employees, customers, suppliers and the environment.

To read more about our successes and what we do, please visit: www.univar.com

Sounds awesome? Here's how you apply:

Please send your resume and cover letter in Word or PDF format to univarjobs@univarcanda.com. Indicate the job identification number in the subject line of your email. Please note; all candidates are subject to background and reference checks. Although we appreciate all applications, only those selected for an interview will be contacted. Thank you for your interest in Univar.