

## Pure New Energy Canada Inc. (PNE Canada) is hiring!

We are looking for a talented individual (m,f,d) to join our team as a

### **Project Coordinator (m,f,d), PNE Canada Inc.**

Do solar and wind energy fascinate you? Are you ready to join a dynamic and multidisciplinary team in the vibrant renewable energy industry? Do you enjoy working in a start-up environment with growth opportunities within a leading renewable energy organization?

PNE Canada Inc. ([www.pne-canada.com](http://www.pne-canada.com)), part of the international PNE Group ([www.pne-ag.com](http://www.pne-ag.com)) is looking for a **Project Coordinator**.

**Job Category:** Intermediate level position, candidate requires industry experience.

### **Job Responsibilities:**

- Preparation and submission of permits for environmental applications.
- Preparation and submission of grid applications.
- Administration and management of technical documentation, including Request for Proposals and associated procurement documents.
- Work closely with subcontractors to guarantee the best delivery of their services.
- Monitor workflow and update development results.
- Support projects with respect to workflow, communication, quality, and technical records.
- Assist Project Manager with project development activities for renewable energy supply solutions.
- Provide status and progress reports to Project Manager.

This position reports to the Project Manager of PNE Canada Inc. in Alberta.

Place of work is Calgary, Alberta

### **Qualifications:**

- Minimum experience 3 years in the wind, solar or energy industry.
- Strong renewable industry knowledge obtained through experience or education.
- Demonstrated ability to handle multiple priorities and assignments.
- Excellent written and verbal communications skills a must.
- Strong analytical skills.
- Exceptional attention to detail, and resourcefulness.
- Must be able to successfully work both collaboratively and independently.
- Experience with MS Office including Word, PowerPoint, Excel, and Access.

### **Required Education:**

- Post-secondary diploma in Engineering, Technical studies, Environmental Engineering, or proven hands-on experience in the renewable energy industry.

## **Employment Equity, Diversity & Inclusion at PNE Canada:**

PNE Canada believes in T-E-A-M

- T – Together we can tackle great challenges
- E – Equal opportunities for all
- A – Ability and skills make opportunities
- M – Motivation fuels performance

### **We offer:**

- An exciting, start-up work environment within a leading renewable energy group.
- Development opportunity with the growth of the company.
- A competitive salary and compensation package including:
  - Paid Vacation.
  - Comprehensive health benefits.
  - Generous retirement savings plan.
  - Hybrid work schedule.

We look forward to hearing from you. Please get in touch at [jobs@pne-ag.com](mailto:jobs@pne-ag.com) with

**“PNE Canada – Project Coordinator”** as reference.