Planning and Readiness Coordinator

- Fleetway Engineering

Halifax, NS, Canada

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Job Description

As part of the Training team, you will play a key role in the activation of the River Class Destroyer Training Centre and the deployment of world-class training capabilities supporting a legacy project while enabling Canada's next generation of naval platform technologies. Through effective planning, coordination, and readiness management, you will help ensure that training systems, facilities, personnel, and resources are fully prepared to deliver scalable, mission-ready training solutions.

The Planning & Readiness Coordinator is a central contributor to integrated planning, readiness management, governance, and reporting activities across the program. Working closely with Training, PMO, Facilities, Quality, external contractors, and other stakeholders, you will coordinate readiness plans, track key milestones and dependencies, support governance processes, and provide timely reporting and insights that enable informed decision-making. Your work will help ensure activation objectives are achieved and that training capability delivery remains aligned, efficient, and operationally ready.

Joining the River Class Training Centre means contributing to the development of a first-in-class training environment that will prepare sailors and support personnel for Canada's next generation of naval capability. If you thrive in fast-paced project environments, enjoy coordinating complex activities, and take pride in keeping teams aligned, informed, and focused on success, we'd love to hear from you.

Responsibilities

- Develop, maintain, and monitor the integrated activation schedule, including milestones, dependencies, readiness gates, and critical path activities.
- Coordinate schedule updates and readiness information from internal and external stakeholders.

- Track readiness criteria, evidence requirements, and dependencies across facilities, workforce, training capability, technology, quality, and operational services.
- Monitor and maintain action items, decisions, risks, issues, assumptions, and dependency trackers.
- Identify, assess, and escalate schedule conflicts, readiness gaps, and risks requiring management attention.
- Support readiness reviews and provide information required for key activation and go/no-go decisions.
- Prepare dashboards, reports, metrics, presentations, and governance packages that support program oversight and decision-making.
- Analyze schedule and readiness data to identify trends, impacts, and opportunities for corrective action.
- Coordinate governance meetings, readiness forums, reporting cycles, and follow-up activities.
- Ensure program information is accurate, consistent, traceable, and supported by appropriate documentation.
- Maintain planning standards, reporting structures, tools, and data management practices.
- Recommend and support continuous improvement initiatives that enhance planning, reporting, visibility, and program control.

Qualifications

Education

- Diploma in Business Administration, Operations Management, Project Management, Engineering, Education, Analytics, or a related discipline. An equivalent combination of education and experience may be considered.

Experience

- 2-5 years of experience supporting complex projects, programs, operational readiness initiatives, or enterprise implementation activities.
- Experience maintaining schedules, action logs, risk registers, governance reporting, or other program controls.
- Strong organizational, planning, and coordination skills.

- Excellent analytical and problem-solving abilities with a high attention to detail.
- Strong written and verbal communication skills.
- Ability to prioritize competing demands and manage multiple activities simultaneously.
- Proficiency with Microsoft Office applications, particularly Excel, PowerPoint, and Teams.

We're committed to Diversity, Equity and Inclusion

Fleetway is committed to building a diverse and inclusive workplace. We welcome applications from all qualified individuals, including those from underrepresented groups, and we strive to create an environment where everyone feels respected, supported, and empowered to thrive.

We encourage applicants to self-identify if they belong to an underrepresented group, as part of our commitment to equitable hiring practices and fostering a truly inclusive workforce.

If you require accommodation during the recruitment process, please let us know—we're happy to help.

About the Team

We are **Fleetway**! We believe Canada's maritime fleets need to be reliable and fit for purpose, with crews that are fully trained and supported. We work as a trusted technical partner during design, construction, in-service, and end of life. We are proud to deliver quality professional technical services including Engineering, Integrated Logistics Support, Technical Editing, Configuration Management, Project Management, Training, Technical Translation, and Marine Technical Services.

Over the past 40+ years, we have built an outstanding team of people and partners, invested in the tools, and earned an exemplary track record servicing our customers. Everything we do is aimed at developing our people and improving our use of innovation to be the leading professional services provider in the marine industry. We are proud to have earned national recognition as a Nova Scotia and Atlantic Canada's Top Employer.

All successful applicants must meet requirements for Canadian Controlled Goods Program (CGP), and Canadian Government Security Clearance.

What We Offer:

The successful candidate will receive a starting salary based on their applicable experience and demonstrated knowledge, skill, and abilities. Additionally, we offer the following:

- We are regularly adding new departments, positions, and functions within Fleetway, as such, we can offer you growth and development opportunities for future career advancement
- We provide direct support to your training and development plans, including support towards your professional certifications, memberships, or designations
- Flexible work hours (with core hours)
- We have Mental Health first aid trained staff in all offices
- A flexible medical, dental, and vision plan, with an enhanced focus on mental health and wellness
- Ability to save for your future with our company matching RRSP program
- 15-week maternity leave top-up program
- Employee & Family Assistance Program
- Annual health & wellness reimbursements
- Business casual work environment, with casual Fridays
- A slick company jacket that will definitely make you the envy of your friends

About Us

Founded in 1882, J.D. Irving, Limited (JDI) operates in Eastern Canada (New-Brunswick, Nova Scotia, Prince Edward Island, Québec, Ontario, Newfoundland and Labrador), as well as in USA. We are a team of 20,000 dedicated employees. At J.D. Irving, Limited, you are part of a dynamic team of professionals who lead with integrity and are passionate about delivering results. With a culture that nurtures talent and creates an inclusive workplace, you can grow your career across our various operating divisions.

We are committed to creating accessible environments for our colleagues, candidates, and customers. Requests for accommodation due to a disability (which may be visible or invisible, temporary, or permanent) can be made at any stage of application and employment. We encourage candidates to make their accommodation needs known so that we can provide equitable opportunities.

Worried you do not meet all the requirements? Studies have shown that many applicants apply only to job opportunities when they feel they meet 100% of the criteria.

We promote an inclusive environment where everyone is appreciated, recognized, and empowered to contribute fully. If you are interested in this position but are worried you did not meet all the requirements, we would encourage you to still apply.

Our recruitment advisors and hiring teams will utilize human screening combined with AI technology to help identify the skills and qualities that matter most to our business, while safeguarding your privacy and using AI responsibly.

We appreciate your interest in our company however only those candidates selected for an interview will be contacted.