IT Project Coordinator - NETE

Job Title: IT Project Coordinator - NETE
Location: Halifax (alternate possibility: Ottawa, LaSalle)
Work Arrangement: Hybrid

https://weir.wd3.myworkdayjobs.com/en-US/Weir_External_Careers/details/IT-Project-Coordinator_R0039660?Country=a30a87ed25634629aa6c3958aa2b91ea&Region_State_Province=7f87ec5a66494630b4ed3080db17b649

About the role

Join a high-impact team supporting the development of advanced Information Systems for the Royal Canadian Navy. This position offers the opportunity to use your skills and talents in project management and technology to support the design of IT and communication systems for Canada's future warship class, the *River*-class Destroyer. Working within a collaborative engineering environment, you will help shape innovative technical solutions and advance the digital backbone of Canada's future naval fleet.

What we do at Weir

Weir is a global leader in mining technology for a sustainable future. Outside the mining sector, Weir Marine Engineering has managed and operated the Naval Engineering Test Establishment (NETE) for the Department of National Defence (DND) since 1964. At Weir Marine Engineering (WME), we apply engineering/technical expertise to the complex challenges of mission-critical naval systems, contributing to the reliability, security, and performance of systems that are essential to Canada's maritime defence capabilities.

Make your impact

You'll play a key role in solving real-world challenges. You'll apply your skills to deliver results that matter—whether that's through engineering, planning or customer support. You'll work with purpose, learn every day and help shape a more sustainable future.

What you'll do

The key responsibilities of the position are:

- **Project Management/Coordination:** Create plans for the work, lead the initiative, use WME's Cost and Schedule Performance Management System to track scope and costs, monitor risks and provide progress reports to stakeholders

- **Stakeholder Engagement:** Interact with clients and business/technical stakeholders to understand, extract and develop project requirements (functional, operational, performance, security, etc.). Hold internal and external reviews, coordination and progress meetings, acting as a facilitator amongst assigned technical resources, including preparing presentation material and producing records of discussion
- **Technical Engagement:** Document requirements, work with Functional Team Leaders to develop technical work packages to be assigned to technical resources, prepare change submissions, contribute to technical design documents when applicable, review and consolidate technical documentation prepared by internal Subject Matter Experts, and ensure that all project documentation aligns with the group's System Development Life Cycle process and templates
- **Safety First:** Demonstrate 100% commitment to our zero harm behaviors in support of our drive towards developing a world class safety culture

What you'll bring

We value what you can do—not just where you've been. If you meet the goals of the role, we want to hear from you.

Must-haves:

- Working knowledge of IT infrastructure, including client/server environments, networking technologies, storage solutions, enterprise systems and telecommunications or communications technologies
- 3+ years of experience in project coordination, project management or a related role supporting IT, telecommunications, infrastructure or technology delivery projects
- Strong understanding of project management methodologies, project lifecycle management, budgeting, scheduling, resource planning, risk management and stakeholder engagement
- Proven ability to manage multiple concurrent projects, adapt to changing priorities and work effectively within cross-functional technical and business teams
- Excellent organizational, analytical, verbal, and written communication skills, with the ability to engage both technical and non-technical stakeholders

Mandatory Requirement:

Canadian citizenship, with 10 or more years residing in Canada with no periods longer than six continuous months out of country, is absolutely necessary as part of the requirements to obtain a government security clearance to the minimum level of Secret

Nice to Have:

- PMP, CAPM, or other recognized project management certification
- Knowledge of ITIL, Service Management, or related operational frameworks
- Experience supporting projects within regulated, compliance-driven or government environments

- Demonstrated ability to independently drive initiatives, influence stakeholders and deliver high-quality results

Why join Weir?

We live our values—we think safety first, do the right thing, respect each other, aim high and delight our customers. We encourage our people to lead by example and celebrate our successes.

We're passionate about our purpose—to help deliver the natural resources that are essential to create a better future for the world. We do this by combining our deep customer insights, world class engineering, materials science expertise and intelligent automation to deliver innovative end-to-end solutions incorporating our signature technologies.

We believe your voice matters and your ideas make a difference. We're working hard to nurture a diverse culture where our people feel like they belong and can do the best work of their lives. You can help shape our unique culture through our inclusion networks and safety initiatives.

Benefits

· Competitive pay
· Career development and study/learning support
· Access to global inclusion networks
· Regional and team-specific benefits
· Sharebuilder scheme
· Wellness support for you and your family
· Collaboration with global teams