

WE'RE HIRING



Project Coordinator

Recognized as a Top Employer in Atlantic Canada from 2024 to 2026, the St. John's International Airport Authority (SJIAA) is a private, not-for-profit, non-share capital corporation that oversees the safe and efficient movement of people and goods at Newfoundland and Labrador's premier air transportation gateway. Our mission is to proudly connect Newfoundland and Labrador with the world.

SJIAA also received Airport Service Quality (ASQ) awards in both 2024 and 2025. These prestigious recognitions highlight our ongoing commitment to delivering an exceptional airport experience for passengers and for fostering economic growth and social well-being in the communities we serve.

ACCOUNTABILITIES

The Project Coordinator, plays a key support role in the planning and delivery of capital projects at St. John's International Airport. Working closely with the Manager of Capital Projects, internal stakeholders, and external consultants and contractors, this position provides hands-on technical, coordination, and administrative support across all stages of the project lifecycle in a dynamic, live airport environment.

KEY ACCOUNTABILITIES INCLUDE:

- Manage and coordinate capital infrastructure project activities, including airside, groundside, and terminal areas.
- Managing both external contractors/consultants and internal airport technical and operational teams, supporting scheduling, sequencing, access planning, and site readiness.
- Conduct on-site inspections, investigations, and field reviews, including data collection for existing and as-built conditions.
- Prepare and maintain as-built documentation, including redlines, field sketches, record drawings, and asset information to support accurate project records and handover.
- Provide multi-discipline design-minded technical support, including drafting, drawing production, and updates to layouts and details using Autodesk AutoCAD and/or Revit.
- Development and preparation of technical specifications, scopes of work, and tender documentation.
- Manage design reviews by consolidating comments, tracking responses, and ensuring revisions are documented.
- Responsible for construction-phase activities including site meetings, inspections, contractor coordination, and logistics in a live airport environment.
- Collaborate with the Safety and Environmental team to support safe work planning, site safety requirements, inspections, and compliance documentation.
- Track project budgets, prepare forecasts, change orders, review of invoices for payment, and monitor milestones.
- Responsible for procurement and contract administration activities including Requests for Proposals preparation, tender evaluations, invoice review, and document control.
- Accountable for commissioning, close-out, and handover activities, including collection of record drawings, operations and maintenance manuals, and asset data.
- Maintain organized project files and contribute to continuous improvement of project management tools, templates, and standards.

CLOSING DATE

Friday, June 19, 2026

Please note that successful candidates will be required to provide a satisfactory certificate of conduct and educational documentation as a condition of employment. As this is a safety sensitive position, a drug and alcohol test will be required as a condition of employment, as well. We thank all applicants for their interest, but only those selected for an interview will be contacted.

APPLY TO
People and Culture
St. John's International Airport Authority
careers@stjohnsairport.com

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IDEAL QUALIFICATIONS:

- Graduation from a three-year accredited Engineering Technology program (e.g., Civil, Mechanical, Electrical, Architectural Engineering Technology, or equivalent).
- Membership or eligibility for registration as a Professional Technologist (PTech) with AETTNL.
- PMP Certification (attained or in progress) is considered an asset.
- 3–5 years of progressive experience in project coordination, or project delivery role supporting construction, infrastructure, or facilities projects.
- Extensive and current working knowledge of Autodesk AutoCAD and/or Autodesk Revit, with demonstrated experience producing and updating working drawings and technical documentation.
- Demonstrated experience with site inspections, field investigations, and preparation of as-built documentation.
- Extensive familiarity with production of construction drawings, specifications, and basic contract documentation.
- Working knowledge of safety & environmental practices and construction safety requirements.
- Proficiency with Microsoft Office; experience with project management or document control systems is an asset.
- Strong organizational skills, attention to detail, and the ability to manage multiple tasks across several projects.
- Effective written and verbal communication skills and the ability to work collaboratively with internal teams, consultants, contractors, and regulators.
- Must obtain and maintain a valid Restricted Area Identification Card (RAIC), which includes extensive background checks.

SJIAA is an Equal Opportunity Employer. SJIAA is committed to inclusive employee recruitment and selection. SJIAA welcomes and encourages applications from people with disabilities. If you require an accommodation at any point during the selection process, please inform us as soon as possible and we will make every effort to fulfill your accommodation request.

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