

JOB DESCRIPTION

JOB TITLE	Project Coordinator			
	CORE TITLE	DEPT. SPECIFIC	DEPARTMENT	Operations
INCUMBENT NAME			DATE PREPARED	06/14/11

COMPANY DESCRIPTION

WireE Holdings International Inc. is a fast paced global provider of IP based broadband wireless network solutions. These solutions scale from large urban, regional and national networks to campus and enterprise networks. WireE is also a non-dominant Carrier in Canada and offers wholesale Transparent Ethernet solutions to Carriers in unserved and underserved markets.

We are looking for unique expertise in wireless/IP integration, WireE offers a whole product solution in support of many wireless technologies including but not limited to WiMAX, Wi-Fi, UMTS and LTE. In addition, WireE has in-depth knowledge and experience in the design and deployment of IP based point-to-point and point-to-multipoint microwave networks. Integration of legacy TDM microwave systems within IP based microwave platforms is also well within WireE's capabilities.

With an extensive background in the engineering and deployment of various IP based voice and multimedia applications, WireE is well positioned to integrate a rich feature set into a wireless network solution.

WireE's services cover the entire life cycle of a wireless network deployment, including: site acquisition, core network and radio frequency network design, civil engineering, along with furnishing and installation of equipment and materials. Once in production, WireE offers ongoing network support services (including Network Monitoring, level 1,2 & 3 technical support) and wholesale managed bandwidth services on it's own network.

WireE is vendor agnostic. This allows the company to focus on addressing client requirements without being constrained by the limitations of a given product line.

Wherever applicable, WireE uses its alternative energy technology to power network elements. Using the very latest in solar, wind and electrical storage technology, WireE's alternative energy solution ensures a low to no operational carbon footprint, while at the same time reducing the client's energy consumption costs.

JOB PURPOSE

The Project Coordinator oversees all aspects of the deployment process using planning, monitoring and controlling processes. The project coordinator is responsible for completion of the project on time, on budget and on specification. To this end, the project coordinator performs a variety of tasks including, but not limited to, coordinating all resources and stakeholders; setting deadlines; assigning responsibilities; and monitoring, summarizing and communicating the progress of the project to Director Field Operations, and Project Manager.

JOB DESCRIPTION

JOB TITLE	Project Coordinator		
	CORE TITLE	DEPT. SPECIFIC	DEPARTMENT
			Operations
INCUMBENT NAME		DATE PREPARED	06/14/11

KEY JOB FUNCTIONS

- Plan projects in order to accomplish its goals within constraints such as time, cost and agreed quality standards
- Schedule tasks, deadlines and milestones for all stake holders and resources
 - Create Gantt charts in MS Project
 - Create detailed chart of milestones for all parties
 - Create time estimates for work to be performed
- Identify schedule uncertainties and risks for both client and WireIE.
- Manage/Coordinate/escalate project tasks on a day-to-day basis
- May be responsible for multiple projects at one time
- Coordinate field techs, subcontractors, service providers, other staff and clients
- Assemble assets required for Installation team to perform tasks
- Disseminate information to team members through task and sub-tasks assignment based on requirements
- Coordinate communication between staff and third parties acting on behalf of the client
- Efficiently and competently manage problems – when things go off plan (due to scope-creep, changed requirements, missed deadlines etc.) bring them back on plan or create a new plan with the assistance of key-stakeholders
- Intimately understand the requirements of the project and ensure that work proceeds on-spec
- Evaluate deliverables prepared by the team to make sure the work meets requirements and maintains a high level of quality
- Constantly monitor and report on the progress of a project to all stakeholders
- Track and report team hours and file expense reports
- Work directly with Director Operations, Vice President Operations, Account Manager, Requirements analyst and sales to contribute wording, estimates, charts, samples etc. to proposals
- Work with the requirements analyst and installation team to estimate costs & budgets
- Work with the requirements analyst and installation team to come up with strategies to reduce project cost
- Always present self to customer in a positive and professional manner that is consistent with the title of “Project Coordinator”

JOB DESCRIPTION

JOB TITLE	Project Coordinator		
	CORE TITLE	DEPT. SPECIFIC	DEPARTMENT
			Operations
INCUMBENT NAME		DATE PREPARED	06/14/11

- Present work to the Project Manager, client (as applicable) at milestones throughout the production
- Obtain, discuss and follow-through with feedback from client
- Work with client against scope creep and endeavour to keep project focused within scope
- Investigate and answer clients' questions
- Support & help trouble-shoot delivered work during project and post-project
- Ensure client expectations are met and exceeded in terms of quality of product and service delivered
- Provide soft-sales (up-selling opportunities) or articulate these opportunities to the appropriate channels
- Carry out work paying strict attention to Ontario's Health & Safety rules or rules applicable to region of work.
- Demonstrated ability to focus attention on critical goals and results and be held accountable for achieving them.
- Ability to comprehend problems, arrive at solutions and communicate those effectively to stakeholders.
- Strong analytical ability in discerning priority and non-priority issues, making decisions from a number of alternatives based on logic and fact.
- Ability to demonstrate leadership skills within a team environment, take control of situations when appropriate and achieve results, takes initiatives in representing issues and potential solutions to management.
- Independent worker with little need for supervision
- Perform any other duties within the intent of the preamble to the job definition.

JOB DESCRIPTION

JOB TITLE	Project Coordinator		
	CORE TITLE	DEPT. SPECIFIC	DEPARTMENT
			Operations
INCUMBENT NAME		DATE PREPARED	06/14/11

BASIC SKILL LEVEL REQUIREMENTS

- Applicants should hold or be eligible to obtain mandatory security clearances.
- PMP Certification or equivalent experience
- Technical College Diploma, Bachelor of Engineering degree or equivalent
- Over 5 years experience in the Data/fixed wireless/cellular wireless Telecommunications Field
- Must understand and be able to interpret contracts and be able to identify additional work requirements and be able to document these requirements in a clear and concise manner on work orders.
- Demonstrated experience in effectively using computer systems and programs to increase productivity.
- Proficiency with Microsoft Office Suite applications; i.e. Project, Excel, Word, PowerPoint, Outlook and custom on-line applications.
- Knowledge of Enterprise / Carrier Network environments including, routers, switches, security, wireless, and cabling.
- Excellent communication skills both oral and written.
- Possess a valid drivers license and passport and willing to travel as required.
- Applicants should hold or be eligible to obtain mandatory security clearances.

DECISION MAKING & AUTHORITY

<u>Decision Making And Authority</u>	<u>Decisions Made By Others Or Governed By Policies & Procedures</u>
Physical Effort	Moderate
Physical Environment	Moderate
Sensory Attention	Moderate
Mental Stress	Moderate

JOB DESCRIPTION

JOB TITLE	Project Coordinator	DEPARTMENT	Operations
	CORE TITLE DEPT. SPECIFIC		
INCUMBENT NAME		DATE PREPARED	06/14/11

WORK RELATIONSHIPS

	<u>MOST FREQUENT CONTACTS</u>	<u>NATURE/PURPOSE OF CONTACT</u>
INTERNAL	<ul style="list-style-type: none">• Project Operations• Project Manager• Field Technicians	Support to bids Interface with Project Management Interface with Engineering
OUTSIDE THE COMPANY	<ul style="list-style-type: none">• Clients• Vendors• Subcontractors	Confirmation of project status

Other jobs reporting to your Superior

Sub-Contractors Network Specialist Network Architect
--

YOUR JOB

Project Coordinator

JOB DESCRIPTION

JOB TITLE	Project Coordinator		
	CORE TITLE	DEPT. SPECIFIC	DEPARTMENT
			Operations
INCUMBENT NAME		DATE PREPARED	06/14/11

MAJOR CHALLENGES

- Develop successful network deployments.
- Develop cost effective solutions based on customer requirements.
- Maintaining good communications with all stakeholders.
- Meet expected project targets.

PARTICULARS OF JOB

Job Specific Functions

- Requires experience to be familiar with the practical aspects of installation, maintenance repair, modification and trouble-shooting work for a variety of communications equipment and cable types.
- Requires experience to understand specific wireless communications network solutions.
- Requires the ability to travel when necessary to various client locations in Canada.

To apply please click on following link immediately <https://www.smartrecruiters.com/cgi-bin/WebObjects/frontoffice?fp1=52128791&fp2=730658074>