JOIN OUR TEAM!

Innovate, Collaborate and Elevate with AKA!

By joining AKA, you become a part of a community driven by innovation and a vision for a cleaner world, transforming global power utilization and increasing sustainability with cutting-edge technology.

WHO WE ARE

AKA Energy Systems (AKA) is a systems integrator that offers innovative energy solutions to various industries. With a team of electrical, mechanical, software, and automation engineers, we...

- **DEVELOP,**
- **BUILD,**
- **TEST,**
- **DEPLOY, and**
- **MAINTAIN**

Power systems in marine and offshore industries, microgrids and renewable energy technologies in land-based industries. We operate from offices located in Canada, the United States of America, Europe, and Asia, with teams deployed around the world. Engineering, Manufacturing, and Services are based primarily in our Prince Edward Island facilities.

We prioritize caring for one another, our communities, and the environment. Our goal is to create a significant and positive global impact through the development, advancement, and commercialization of technologies that enhance safety, promote environmental cleanliness, and improve overall well-being.

OUR COMMITMENT TO YOU

- Creative and challenging work environment immersed in cutting-edge technologies

- Working with experienced cross-functional teams in a globally renowned company

- Flexible working conditions and exciting travel opportunities

- Continuous training, and professional and personal development

- Opportunities to learn and work across a wide array of projects and engineering disciplines

- Competitive compensation package, including attractive group benefits.
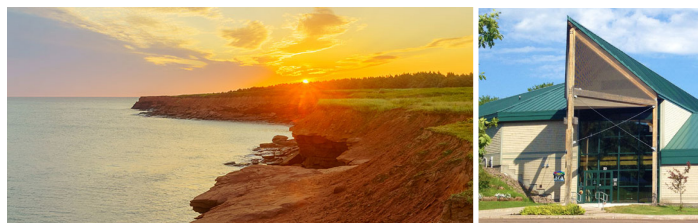
AKA Energy Systems

Ahead of the Current. Local Presence. Global Reach.

www.aka-group.com/careers/career-search/ | 1.902.620.4882

PROJECT COORDINATOR

Employment: Full Time | Reports To: Program Manager | Location: Poole's Corner, PEI

ABOUT THE ROLE

As part of AKA's PMO team, the Project Coordinator will be responsible for data integrity concerning project management in AKA's ERP system and handling administrative tasks for the project managers and team members to keep projects running smoothly.

This position requires general project management knowledge and attention to detail, specifically regarding data integrity.

POSITION RESPONSIBILITIES

- Reviewing and analyzing project data on AKA's ERP system

- Monitoring the daily progress of projects

- Providing detailed updates and reports to project managers or other stakeholders

- Organizing reports, invoices, contracts, and other financial files for easy access

- Planning meetings and organizing project logistics as required

- Updating and distributing AKA's master schedule to leadership based on project managers' input

- Assisting project managers with data entry and management

- Working with project managers to ensure data integrity

- Assisting AKA's Resource Committee with resource assignments and keeping the ERP schedule data up to date

- Reviewing the status of open projects and assisting with closing inactive projects

- Assist PMO management with measuring and reporting KPIs

POSITION REQUIREMENTS
EDUCATION & EXPERIENCE

- Degree in Project Management, Business Administration, or a related field, or a combination of education and experience suitable to the position

- PMI certification is not a requirement but is considered an asset

- Project coordination or management experience is considered an asset

COMMUNICATION

- Excellent verbal and written communication skills are essential for working closely with team members and managers and effectively managing problems as they occur

INITIATIVE

- Anticipates and responds in a proactive manner to future needs (of external clients and internal groups) that may not be obvious to others

- Seeks out ideas from other disciplines and resources to solve problems

- Offers technical help and expertise to improve others' performance and resolve problems

KNOWLEDGE & SKILLS

- Advanced knowledge of database management

- General knowledge of project and program management methodology and techniques

- Ability to work positively with a wide range of individuals involved in program and project management

- Proven analytical, problem solving and decision-making skills

- Ability to work effectively within a team environment and across multiple project teams

- Ability to multi-task and effectively manage your time

- Effective communication, interpersonal and customer relation skills

- Ability to work through and resolve minor issues without assistance, although project managers may step in to handle significant problems

- Proficient at the intermediate level in the use of ERP systems and MS Office products, including Word, Excel, Outlook and Access

- Proficient at the advanced level in the use of MS Projects and other scheduling and project management software

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