



Who We Are

At GeoSolv Design/Build Inc., we're Ontario's leading geotechnical design-build contractor specializing in innovative ground improvement solutions. Proudly Canadian owned and operated, we help our clients build smarter, safer, and more sustainably by solving complex soil challenges before construction begins.

Our turnkey design-build approach allows developers to avoid costly deep foundations or unnecessary over-excavation and replacement. We partner closely with engineering and construction teams to deliver proven, efficient solutions that save time, reduce risk, and support successful outcomes on the most challenging soils.

We are your trusted ground improvement technical resource and committed partner on every project.

Your Impact

As a **Project Coordinator**, you'll be a vital link in keeping our ground improvement projects moving smoothly. Working closely with the Project Manager and Operations Lead, you'll play a key role in planning, coordinating, and ensuring everything stays on track—meeting deadlines, staying within budget, and upholding the highest standards of safety and quality. At the center of project success you'll be managing project documentation, keeping communication flowing between clients, contractors, suppliers, and internal teams, and making sure resources are where they need to be. If you enjoy a fast paced construction environment, where you thrive through the challenges of project execution, this is where you'll make an impact.

What Success in this Role Looks Like

Project Planning & Coordination

- Support the Project Manager and Operations Lead to successfully mobilize and execute project scope, schedule, and project resource requirements.
- Communicate regularly with Site Supervisor to devise daily plans to be completed and ensure communication of findings to Operations Lead and Project Manager to effectively facilitate implementation and planning.
- Work closely with Quality Supervisor, Site Super and client to devise sequence maps and critical installation plans.
- Schedule, plan and implement service needs on site such as but not limited to locates, surveying, daylighting, etc.
- Prepare, support and assist tender and contract document details through contract review, interpretation and ensuring compliance.
- Order, schedule, and track materials, including stone, concrete, fuel, helicals and specialized hardware.
- Manage subcontractor coordination, including onboarding, training, site expectations, and performance monitoring.
- Monitor project progress through site visits, reporting, and regular stakeholder communication.



Financial & Administrative Coordination

- Review and approve invoices, track expenses against budgets, and flag variances early.
- Support progress payments, change orders, and maintain detailed project records for audit and compliance purposes.
- Support the procurement of project Bonding and Certificates of insurance that align with project requirements and needs.
- Assist with project payroll, timekeeping, labor and equipment coding, purchase orders, and safety documentation.

Quality & Compliance

- Identify and resolve design issues, material defects, and equipment concerns with Project Designers and Quality Control Supervisor.
- Enforce safety standards, coordinate training, and ensure regulatory compliance.
- Conduct site inspections and plan reviews to confirm adherence to codes, contracts, and quality requirements.

What You'll Bring to the Team

- College diploma or university degree in Civil Engineering or related field.
- Minimum 2 years of project coordination experience in construction; experience in heavy civil, geotechnical, or ground improvement construction is a strong asset.
- Familiarity with design-build project delivery models preferred.
- Proficient with construction documentation, tender preparation, and contract management.
- Knowledge of relevant codes, regulations, and health and safety standards applicable to construction.
- Experience with project management software, MS Office suite and scheduling tools (e.g., Assigmar) is beneficial.
- Strong organizational, planning, and time management skills with ability to multitask in fast-paced environments.
- Excellent verbal and written communication skills to liaise professionally with clients, subcontractors, and team members.
- Demonstrated problem-solving skills, high attention to detail and ability to adapt to changing project demands.
- Mathematical reasoning and analytical skills for cost tracking and calculations.
- Proactive team player with strong leadership skills; able to provide guidance and feedback effectively.

Why Join Us

When you join the GeoSolv team, you're building a career where your skills, ideas, and growth matter. Here's what you can look forward to:



Grow with us through professional development, training, and exposure to innovative projects that use leading-edge technology.

3.

Be rewarded with a competitive salary, performance-based bonuses, paid vacation, personal days, and comprehensive health and dental benefits.

4.

Contribute to a culture that values you, at GeoSolv you'll be supported by approachable leadership and work in a space where your ideas shape our growth and your contributions are recognized.

5.

Thrive in a collaborative team environment that respects work-life balance and supports your well-being.

6.

7. **Make an impact** by contributing to meaningful work that strengthens communities, supports our clients, and advances environmental safety goals.

Join us in shaping the future of the Geo Construction industry—apply today!

Application Process

We're excited to learn more about you! Here's what you can expect:

1. Apply Online – Submit your resume highlighting your experience and interest in the role.
2. Initial Review – Our team will review applications and connect with selected candidates for a short introductory call.
3. Interview(s) – Meet with the Project Manager and People & Culture Manager to discuss your skills, experience, and career goals.
4. Predictive Index Assessment – Final round candidate(s) will be asked to complete a Predictive Index Assessment – a tool that brings more insight into what drives behaviour and a candidates problem solving abilities. The PI system is rooted in over 60 years of research and is designed to predict workplace behaviour effectively.
5. Final Stages – the successful candidate will have a glimpse into the operations on site and visit site with our Vice President.
6. Offer & Onboarding – We'll welcome you to the team and provide a thorough onboarding experience to set you up for success.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Contact Us

8. GeoSolv is committed to fostering an environment that respects and supports all individuals. Please contact Kate Moffatt, People & Culture Leader by email at kate@hrbydesign.ca to let us know what we can do to ensure full access for your participation in our recruitment process.