



Position Title                      Project Management Coordinator

Location                              Burnaby, BC

Reports to                            Senior Director, PMO

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## **Summary**

Greenlane Renewables Inc., headquartered in metro Vancouver, Canada, is a pioneer in the rapidly growing renewable natural gas (“RNG”) industry. As a leading global provider of biogas upgrading systems, we are helping to clean up two of the largest and most difficult-to-decarbonize sectors of the global energy system: the natural gas grid and the commercial transportation sector. Our systems produce clean, low-carbon and carbon-negative renewable natural gas (RNG) from organic waste sources including landfills, wastewater treatment plants, dairy farms, and food waste. Greenlane is the only biogas upgrading company offering the three main technologies: waterwash, pressure swing adsorption, and membrane separation and has over 30 years industry experience, patented proprietary technology, over 100 hydrogen sulfide treatment systems sold, and over 135 biogas upgrading systems sold into 19 countries, including many of the largest RNG production facilities in the world. Greenlane is a publicly-traded company on the Toronto Stock Exchange (TSX: GRN).

The Project Management Coordinator will be responsible for coordinating the successful execution of external customer projects in accordance with the Project Management Procedure. The incumbent in this role will work with internal staff to ensure outcomes are in line with the Project Management Plan and our overarching objective to delight our customers and to meet or exceed our budget, schedule, scope and quality objectives.

## **Duties & Responsibilities:**

- Develop and maintain a consolidated schedule in GANTT format of all active company projects, anticipated project awards and key internal initiatives.
- Maintain the consolidated task tracker database and ensure that all key project tasks, responsible persons and the completion due dates are all captured.
- Support the Project Managers and project team in prioritizing tasks across all projects. This includes the identification of resource constraints that will impede timely completion of tasks and coordination of corrective action plans to eliminate constraints.
- Coordinate project purchasing activities with the Purchasing team based on each project’s schedule.
- Schedule and participate in conference call meetings with clients. Prepare and distribute minutes of each meeting.
- Follow-up internally on Greenlane action items arising from client meetings.
- Ensure project PPRs are kept up-to-date by responsible functions (Purchasing, Accounting, Engineering and Project Management).
- Coordinate with Accounting on the preparation and submittal of invoices to clients in accordance with contract invoicing and payment terms.
- Track and report on the percentage of completion of each project on a monthly basis.
- Assist Project Managers in the preparation of priced variation orders and secure internal approval to submit to the client.
- Support the compilation and evaluation of lessons-learned during the execution of project for application to future projects.



### **Education & Experience:**

- Completion of and/or enrollment in Project Management Professional (PMP) Certification program would be an asset.
- An advanced practitioner of Microsoft Project and Excel.
- Adept at working with MS Word and PowerPoint. Experience working with Google applications will be of benefit.
- Post-secondary degree or certificate, preferably in Engineering is considered an asset.
- A minimum of 5 years of experience with customer projects involving complex mechanical, electrical and electronic systems, ideally in the renewable natural gas sector.
- Understanding of the project management process, project management office "PMO" and the ability to execute against the project Tetrad –budget, schedule, scope and quality.
- Knowledge of project accounting, cash flow forecasting and invoice management.
- Ability to communicate effectively at all levels.
- Good written and verbal communication skills.

### **How to Apply:**

We are an equal opportunity employer and invite applications from all qualified individuals. To be considered for this role please apply through the Greenlane Renewables page on LinkedIn and attach your resume. While we thank all interested candidates only those who are short-listed will be contacted.