



Example of Planning Coordinator Job Description

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Our company is growing rapidly and is hiring for a planning coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for planning coordinator

- Lead review of development applications (by others) for the Scarborough Subway Extension corridor on behalf of the Project
- Process and analyze IT Invoices and costs against forecast, obtains appropriate signatures and works with Accounts Payable on all reconciliation &/or follow-up
- Maintain e-filing system for staff expense claims
- May participate in the annual planning/scheduling sessions
- Liaise with Finance Analyst & Portfolio Management as applicable, to ensure consistency in tracking and reporting
- Process Financial requests including Journal Entries and cross –billing in adherence with approval process
- Monitor and follow-up on transit owner compliance including expense charges
- Complete a series of monthly tasks/processes such as Tracking Professional Fees and Cost Savings, Project Financials, related input into EPPM, MIS, and PWA
- Reconcile monthly Financials report
- Participate in annual budget process and coordinate monthly updates to org charts

Qualifications for planning coordinator

- Bachelor degree in engineering, administration or another related field
- Member of the Ordre des ingénieurs du Québec (an asset)

- Experience with securing municipal approvals for transit infrastructure desirable
- MCIP, RPP an asset