Project & Trades Recruitment Coordinator

Description

For more than 50 years, NDL Construction has been a family-owned company building projects and communities, with particular expertise in construction in remote locations. As we continue to grow, we're looking for a **Project & Trades Recruitment Coordinator** to join our office team.

This isn't your typical recruitment role. Reporting directly to the President, you'll have the opportunity to work across recruitment, project support, workforce coordination and employee development. You'll connect great people with opportunities while helping NDL build the workforce it needs for the future. NDL Construction

Duties

What you'll do:

- Project & Office Support
- Trades Recruitment & Workforce Planning
- Employee Experience & Engagement
- Community & Industry Partnerships

Qualification

You might be a great fit if you:

Closing Date

November 30, 2026

Categories

Trades and Construction

Employer

NDL Construction Ltd.

Location

Rural

Address

83 Symington Lane S
Springfield, R5T 0E3

Job Type

Full-time

Education Level

High School

Email

talent@ndlconstruction.com

- Have 2+ years of experience in recruitment, project coordination, office administration, workforce coordination or apprenticeship programs
- Have construction or project-based experience, or are excited to learn the industry
- Are highly organized and known for following through
- Enjoy building relationships with everyone from tradespeople and employees to schools and community partners
- Are comfortable taking initiative and figuring out what needs to happen next
- Communicate clearly and professionally
- Are confident using Microsoft Office and basic tracking/reporting systems
- Share NDL’s values of **integrity, responsibility and trust**