

## Career Opportunity- Turnaround Coordinator

**Application closing date: April 06, 2026**

### About Neptune

Neptune Bulk Terminals (Canada) Ltd. is a leading bulk material export facility located on the North Vancouver waterfront. We are a leading employer on the waterfront, offering competitive compensation, a strong benefits package, and a safe, inclusive work environment. Take your career to the next level and join an amazing team dedicated to operational excellence and continuous improvement.

Position Overview	
Position Title	Turnaround Coordinator
Department	Maintenance- Asset Management
Location	North Vancouver, full time, in office
Employment Type	Permanent
Job Grade	4
Reports to	Superintendent, Planning- Turnaround
Schedule	Mondays to Fridays, 5on2off
Overtime Eligibility	Overtime eligible

Key Responsibilities
<ul style="list-style-type: none"> <li>Coordinate and manage all activities related to turnaround events, ensuring alignment with project plans, schedules, and budgets for allotted turnarounds.</li> <li>Create and maintain relationships with all teams and stakeholders that support respectful, cooperative and productive functioning.</li> <li>Assist Superintendent, Planning – Turnaround in developing and finalizing turnaround scopes, schedules, and resource plans.</li> <li>Assist in developing an integrated schedule including resourcing.</li> <li>Liaise between maintenance teams, operations, engineering, procurement, safety, security and contractors to facilitate effective communication and coordination during the turnaround.</li> <li>Monitor turnaround progress, tracking key performance indicators and addressing any issues or delays promptly.</li> <li>Ensure that all work orders, required materials, equipment, and personnel are available and ready for use during the turnaround.</li> <li>Conduct regular meetings with stakeholders to review progress, identify potential risks, and resolve any emerging issues.</li> <li>Maintain detailed records of all turnaround activities, including work completed, materials used, and any deviations from the plan.</li> </ul>

- Provide regular status updates to the Superintendent, Planning – Turnaround and other senior management on turnaround progress, and any significant issues.
- Implement and coordinate safety protocols, ensuring that all turnaround activities are conducted in accordance with safety regulations and best practices.
- Participate in post-turnaround reviews to assess performance, identify lessons learned, and assist Superintendent, Planning – Turnaround in developing improvement plans.
- Assist in cost forecasting and cost reporting
- Create and maintain document template library to support Turnaround activities.
- Show initiative and assist Superintendent, Planning – Turnaround in developing plans for continuous improvement in areas of turnaround planning, scheduling and execution.

Qualifications and Skills	
Education	<ul style="list-style-type: none"> <li>• Certificate in trade and/or technical bachelor's degree</li> <li>• Certificate in Project Management</li> <li>• Certificate in Maintenance Management</li> </ul>
Experience	Minimum 2 years of project management, maintenance management experience in a heavy industrial setting or unionized environment
Skills	<ul style="list-style-type: none"> <li>• Strong knowledge of turnaround processes, including scheduling, resource allocation, and execution within an industrial or terminal environment.</li> <li>• Proficiency in using maintenance management, project management and scheduling tools, such as SAP, Maximo, Primavera P6, or similar platforms.</li> <li>• Proficiency in using CMS tools, such as JDE to identify and plan work scopes.</li> <li>• Understanding of principles of asset management and asset hierarchy.</li> <li>• Excellent organizational and time management skills, with the ability to manage multiple tasks and adjust to changing priorities.</li> <li>• Strong problem-solving abilities and attention to detail, with the capacity to handle complex turnaround activities and coordinate various teams.</li> <li>• Effective communication and interpersonal skills, with the ability to collaborate with internal teams, contractors, and other stakeholders.</li> <li>• Understanding of safety regulations, quality standards, and best practices applicable to turnaround events.</li> <li>• Demonstrated leadership skills possessing communicative, interpretive, effective and perceptual skills for proactive collaboration</li> <li>• Understanding of working in multifaceted environments with staff, contractors and unionized personnel.</li> </ul>

## Employment Assessment

All candidates will undergo a comprehensive employment evaluation process including:

- Online assessment
- Interviews
- Reference checks
- Criminal record check
- Independent, company-sponsored medical examination (Terminal positions only)

## How to Apply (By email or by mail)

By email	Send your resume and cover letter to <a href="mailto:jobs@neptuneterminals.com">jobs@neptuneterminals.com</a> Please use the subject line format: NBT Job Application – [Position Title] – [Your Full Name]
By UKG	Via <a href="#">link</a>
Closing date	April 06, 2026
We thank all applicants for their interest; however, only those selected for interviews will be contacted.	

## Equal Opportunity Employment

Neptune Bulk Terminals (NBT) is an equal opportunity employer that provides a work environment free from discrimination and harassment. All employment decisions are based on qualifications and job requirements, without regard to race, national or ethnic origin, color, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, or any other protected status.

If you require accommodation during the recruitment process, please contact [ylo@neptuneterminals.com](mailto:ylo@neptuneterminals.com) with the subject line 'ACCOMMODATION REQUEST.' All accommodation information will remain confidential.

Posting Date: March 23, 2026	Req ID: RQ065-AM-MT
Closing Date: April 06, 2026	Posting ID: JP065-AM-MT