

CAREERS

Project Coordinator

The Project Coordinator (PC) is responsible for assisting the Project Manager (PM) with all aspects of the construction project, from initiation through to closeout. They perform general administrative and recordkeeping functions including the review and distribution of project documentation to both internal and external partners as directed. In addition, the PC also assists with the estimating process and tender preparations.

QUALIFICATIONS

- Able to read construction drawings, schematics, field drawings, and plans
- General understanding of construction means, methods, and systems
- Strong knowledge of industry standard trade scopes
- Document control knowledge and strong organizational skills
- Knowledge of local, provincial, and federal workplace compliance regulations, ordinances, and legislation
- Understanding of project scheduling processes and techniques, with the ability to provide updates to the project schedule with input from trades
- Able to perform basic construction estimates for the purpose of producing change orders within a project
- Knowledge of Occupational Health and Safety regulations and related building codes
- Comfortable with networking in order to build lasting relationships within the industry and with potential clients
- Excellent written and verbal communication, along with solid presentation skills
- Proven ability to work independently and as part of a team
- Proficient with Microsoft computer software (e.g. Project, PowerPoint, Excel, Word, etc.) and project management systems including experience with Enterprise Resource Planning (ERP) systems

EDUCATION & EXPERIENCE

- Completion of a diploma in Construction/Building Technology or a related discipline
- 1 – 3 years of experience as a Project Coordinator in the commercial/institutional construction industry
- Autodesk Revit BIM software experience considered an asset
- Green building certification (LEED, Green Globes) is an asset
- Valid driver's license

FUNCTIONAL RESPONSIBILITIES

- Assist with the bid process and tender closing
- Coordinate project pre-planning which includes planning the project start-up and securing required permits as well as organizing and assembling job start files (paper & electronic)
- Review, distribute, monitor, track, and document all submittals
- Lead and set the agenda for acquiring multiple competitive quotes and pricing from vendors for changes and project procurement
- Assist the PM in reviewing subcontractor quotations, contracts, and purchase orders, etc.
- Responsible for document management for all project information (paper and electronic) including archiving
- Maintain an up-to-date and accurate database of change notices, change orders, and sub-contractor back-charges
- Facilitate the tracking of project milestones and financial deadlines; assist with the creation of the project schedule; input and update schedule throughout the project and review with PM / Superintendent
- Assist with project planning, scheduling, progress monitoring, and cost control
- Work with the project team to produce monthly schedule updates
- Distribute, monitor, track, and document all change orders, site instructions, clarifications, RFI's or other project-related documentation that may be created by sub-contractors, architects, owners, or other project partners. Compile and gather for PM approval and distribution
- Coordinate the RFI process, ensuring RFIs are distributed to affected trades and logs are maintained
- Assist PM with the management of monthly progress invoicing
- Attend or conduct site meetings when required to assist the PM
- Prepare purchase orders for approval and assist with procurement of materials and equipment
- Schedule material deliveries to site as a support role to the Superintendent
- Coordinate temporary site accommodation and utilities connections/disconnections
- Actively engage with the project team regarding project status and issues that may impact client relations
- Assist with QA/QC inspections and updating the FTQ system
- Coordinate, prepare, and distribute daily, weekly, and monthly reports
- Track and report LEED credits and documentation when required
- Assist with project turnover and closeout including coordinating, tracking, and collecting turnover documentation throughout the life of the project
- Other administrative duties as required

WORKING CONDITIONS

- Office atmosphere
- Manual dexterity required to operate computer and peripherals
- Driving of a company vehicle
- Visits to construction sites (hazards associated with the construction industry)