

Position Description

Project Coordinator



Role

The project coordinator works closely with project team members, managers and leads to help deliver major organizational projects efficiently. The project coordinator manages the administrative tasks, such as document and information control and distribution, report collation and communication support. As such, the position demands a candidate with excellent communication skills, the ability to develop and maintain strong relationships, and experience meeting hard deadlines.

Responsibilities

Essential duties and responsibilities include, but are not limited to the following:

- Work under the direction of the project manager(s) (PM).
- Assist the PM and project superintendent in the successful planning and execution of each project.
- Lead in maintaining accurate document control records to effectively track all requests for information (RFIs), shop drawing submittals, transmittals, change orders and purchase orders and other relevant project controls. Work closely with the Operations group to ensure proper flow of documentation and communication between all project stakeholders.
- Ensure all project costs are reported using established cost reporting systems.
- Perform and/or coordinate accurate material take-offs, quality control plans and site safety plans specific to each project.
- Assist in preparing construction schedules and monitor progress against established milestone dates and assist with subcontractor scheduling, as required.
- Order materials for projects and coordinate deliveries as required.
- Establish effective relationships with new and existing subcontractors and create subcontractor agreements and manage those agreements through project completion.
- Work with PM to develop project cost controls, buy-outs, cost codes and budgets.
- Monitor project performance, including the project schedule, costs, equipment, manpower, materials, equipment maintenance, safety and environment, and quality control.
- Assist in preparing schedule of quantities and monthly progress reports for payment.
- Send out requests for proposals to subcontractors and tracking all quotes received from subcontractors.
- Obtain pricing for materials and subcontractors.
- Other job-related duties as required.

KEY CHARACTERISTICS

- Advanced organizational skills: ability to prioritise, follow up and multitask.
- Proven ability to handle a fast-paced work environment..
- Flexible and resourceful at problem-solving.
- Ability to work independently or as part of a team.
- Strong communication and problem-solving skills.
- Able to work well under pressure.
- Strong attention to detail.
- Ability to meet tight deadlines.

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REQUIREMENTS

- College diploma or related experience required.
- 3-5 years administration experience, preferably in the construction industry.
- Effective computer skills involving Word, Excel, Bluebeam Revu, Procore, Adobe, Projects, B2W.