

PROJECT COORDINATOR

Kitchener

\$40K - \$58K/annum

The Project Coordinator is responsible for assisting with the overall planning and scheduling of the construction activities to ensure that the project is constructed in a timely and cost effective manner. The Project Coordinator will provide engineering and administrative services related to the construction or repair of a variety of Foundations projects

Responsibilities

- Utilize project management system to complete all project administration
- Update project schedules as directed by Project Manager
- Assists in planning, scheduling and executing construction activities
- Oversee Quality Control and adherence to contract requirements
- Log, review, process and issue all site instructions and change notices
- Maintain plans, specifications, cost and materials estimates, subcontracts and reports and ensures latest issues are distributed as required
- Issue contracts and purchase orders as directed by the Contract Manager
- Assist project manager in monthly progress application process
- Primary responsibility in all facets of project close-out, including archiving of documents, maintenance and warranty manuals, deficiencies and warranty work
- Participate in basic layout and field engineering activities
- Research and resolve drawing interpretation problems, conflicts, interferences and errors
- Present design discrepancies to design consultants for resolution, prepare documentation, field design change requests, etc., as required
- Prepare punch lists describing work items to be done, sketches of work already completed, material requirement calculations, etc.
- General subcontractor coordination
- Coordinates procurement of construction materials ensuring timely delivery and accuracy of purchase
- Ensures project cost requirements are met and coding procedures are followed
- Provides technical assistance to Superintendents

Qualifications

- Technical college or university degree or equivalent experience.
- 1-5 years of experience as a Project Manager or Coordinator
- Knowledge of construction project management.
- Good working knowledge of general software such as Excel, Word, and MS Project.
- Ability to work in a very fast-paced and demanding environment.
- Should be a team player, able to work independently with minimum supervision using his/her own initiative.

Interested candidates, please submit your updated resume to kthomas@linuxugroup.com