



PROJECT COORDINATOR

You love the idea of thinking ahead and planning, while being able to juggle last minute changes. You thrive on speedily reacting to change and love all the fluctuations that are thrown at you with a moment's notice.

The Project Coordinator is an integral member of the project team responsible for delivering building development projects of varying size and complexity. The Project Coordinator is responsible for directing and organizing project activities and monitoring progress under the direction of a Project Manager (PM) & Project Director.

RESPONSIBILITIES

- Attend client meetings and assist with determination of project requirements
- Chair project meetings and distribute minutes and agendas to all project team members
- Track the progress of work being performed by all project team members, consultants and contractors.
- Use project scheduling and control tools to monitor course of construction, project issues and overall project health. Report findings to project team on a scheduled basis.
- Keep the Project Team informed about project status and issues that may impact client relations, occupancy, trade or construction delays.
- Work with Director of Project Management to improve and develop Project Management Office standards on an ongoing basis.

REQUIREMENTS

- Degree in Construction Management, Project Management or equivalent
- Proven track record with supporting Project Managers in the delivery of projects
- Experience with Microsoft Project Professional (candidates will be tested for proficiency)
- Solid knowledge or background in construction, experience with wood frame constructions is an asset.
- Excellent communication and interpersonal skills including verbal, written and presentation skills

BENEFITS

- Employer paid medical, dental, and vision coverage
- \$170 yearly fitness benefit
- Registered Pension Plan
- Breakfast and Lunch provided daily