

Precast Detailing Coordinator

JOB TYPE | Permanent, Full-Time

LOCATION | Blackfalds, Alberta

DIVISION | Office

START DATE | As soon as possible

Position Summary

Are you goal-oriented, and results-driven? Do you enjoy coordinating, scheduling, and planning workflow? Eagle Builders wants to add a **Precast Detailing Coordinator** to the detailing team!

As a **Precast Detailing Coordinator**, you will be assertive in nature and able to ensure standards and deadlines are maintained.

Join our high-performing team today if you are able to demonstrate a strong work ethic, navigate challenges with resilience, and be immersed in a culture of constant innovation.

Job Description

- Review project data and drawings to understand the project scope
- Coordinate drawing issue dates, production dates, and erection schedules
- Coordinate, issue, and track requests for information
- Manage schedule and deadlines for the detailing team to ensure project deadlines are met
- Review all project data and drawings for completeness
- Coordinate job-specific material needs with production and Project Management
- Verify drawings have been reviewed and checked
- Review drawings for completeness
- Issue erection drawings and shop tickets
- Direct questions from production, erection, and the field
- Assist in training project detailers and checkers
- Adhere to all company policies and procedures

Requirements

- Valid Class 5 license and reliable transportation
- Available to work Monday - Friday, occasional Saturday
- Minimum 40 hours per week, must be flexible and willing to work overtime
- Computer proficiency with Microsoft Office (Word, Excel, Outlook)
- Ability to delegate
- Ability to manage schedules and deadlines for the department
- Attentive to detail, organized, and able to meet deadlines under pressure
- Proficient in both verbal and written English communication
- Ability to work in a team environment and independently
- Ability to work in a fast-paced environment
- **Local or willing to relocate to Central Alberta**

Assets

- Experience in a senior project detailing role
- Previous precast knowledge preferred
- Familiar with construction terms and processes

What Eagle Builders Offers

- Personality and behavior assessments to optimize individual and team success
- Overtime pay after 8 hours a day / 44 hours a week
- 6% vacation pay and statutory holiday pay
- Extensive health coverage and wellness support
- Meal program
- Guaranteed every Sunday off
- Employee appreciation events | Ex: Slow Pitch Tournament and Christmas Party

We thank all applicants for their interest in Eagle Builders, however only short-listed candidates selected for an interview will be contacted.



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