

Project Coordinator

Summary:

Reporting to the Project Manager, the Project Coordinator is responsible in supporting the planning, execution, and delivery of projects for our customers. The ideal candidate will have experience in project coordination in the construction industry, excellent communication and organizational skills, and a strong understanding of project management methodologies.

Pre-Construction Management:

- Assist in creating and managing project plans, timelines, and budgets.
- Coordinate project activities with cross-functional teams, including design, engineering, construction, sales, and project management.
- Coordinate with vendors and suppliers to ensure timely delivery of materials and equipment.
- Maintain project documentation, including contracts, change orders, and project files.
- Assist in the development and maintenance of strong relationships with customers, vendors, and partners.
- Oversee Document submittals.

Construction Management:

- Support the Project Manager in planning, executing, and delivering projects on time, within budget, and to the satisfaction of the customer.
- Track project progress, including tasks, timelines, and milestones.
- Identify project risks and issues and escalate, as necessary.
- Support the Project Manager in communicating project status, progress, and issues to stakeholders.
- Support the Project Manager in coaching and mentoring project team members to ensure high performance and accountability.

Financial Management:

- Assist in creating and managing project budgets.
- Coordinate with the Project Manager and finance department to track project expenses and financial performance.
- Support the Project Manager in reviewing and approving vendor and supplier invoices.
- Assist in the development and maintenance of financial reports and forecasts.

Post-Construction Management:

- Contribute to the continuous improvement of project management processes and tools.
- Assist in the development and maintenance of strong relationships with customers, vendors, and partners.
- Support the Project Manager in coaching and mentoring project team members to ensure high performance and accountability.

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Job Qualifications:

- Bachelor's degree in engineering preferred, with business, or a related field considered an asset.
- 3+ years of experience in project coordination, preferably in the manufacturing or construction industry
- Working towards PMP designation considered an asset.
- Strong understanding of project management methodologies, tools, and techniques
- Excellent Excel, communication, organizational, and people skills
- Ability to manage multiple tasks simultaneously and prioritize effectively.
- Proven ability to work collaboratively with cross-functional teams and stakeholders.
- Experience with project management software such as Microsoft Project or P6 Primavera considered an asset.
- Familiarity with project budgeting and fiscal management
- Willingness to travel as required to project sites across Canada and the USA