

Wright Construction

<https://www.wrightconstruction.ca/job/project-coordinator/>

Project Coordinator

Description

- We are currently seeking a full-time Project Coordinator to join our team.
- Project coordinators assist in the management of Construction projects to ensure a project is completed on time and within budget, that the project's objectives are met.
- This position is required to work in both an office and site setting.
- This position interacts with sub-contractors, Superintendents, owners, and consultants on a day-to-day basis.
- This position reports to the Project Management Team.

Responsibilities

- Prepare work plans for projects on which he/she has been assigned.
- Assist with tender and award processes as required.
- Assist with preparation of subcontracts.
- Assist PM and Superintendent prepare manpower and activity schedules.
- Implement the approved project work plan.
- Establish and Maintain project files.
- Ensure Project Collaborator and Timberline are up to date with most recent information
- Update and maintain contract drawings and logs; distribute to trades as required.
- Deliverables - Expedite subcontractor shop drawings, samples, materials etc.
 1. Assist with preparation of a deliverables list (specification review)
 2. Establish timelines for deliverables (procurement schedule).
 3. Request deliverables, submit and distribute as required.
 4. Maintain deliverable logs (for submittals and samples etc)
 5. Expedite deliverable material to site.
- Attend and prepare minutes for project subcontractor meetings.
- Provide document turnover to Owner at project completion as appropriate
- Collection and assembly of project Operation & Maintenance manuals
- Assist the project manager with contract changes as required.
- Process LEED documents as required.
- Monitor and secure subcontract signatures; ensure return of documents
- Update Subcontractor contract submittal checklist
- Ensure information is up to date and assemble outstanding information for weekly priority report.
- Work directly with assisting Project managers, Superintendents, Subcontractors, Consultants and Owners
- Learn and promote Wright Construction policies and procedures
- Assist in the scheduling of meetings, and subcontractor work
- Assist in the estimating of project changes.
- Research solutions to conflicts and interferences
- All other duties as assigned

Hiring organization

Wright Construction

Employment Type

Full-time

Job Location

205 – 5920 1A Street SW, T2H 0G3, Calgary, Alberta, Canada

Date posted

October 30, 2023

Button

Apply Online

Qualifications

- Strong code of ethics and integrity.
- Shows tact, diplomacy, and discretion in handling information of confidential and/or sensitive nature.
- Must be able to work well within a team setting and contribute to team success.
- Be able to efficiently carry out tasks with a high degree of accuracy and attention to detail.
- Takes accountability for their roles and responsibilities.
- Excellent interpersonal and relationship management skills.
- Must have excellent time management skills.

Skills

- Architectural Technology Diploma, Engineering Degree, or equivalent.
- A minimum of 3 years experience in commercial, industrial, and/or institutional construction.
- Knowledge of all phases of building construction.
- Strong verbal and written communication skills.
- Experience in the following is beneficial, but not required:
 1. Timberline Software
 2. BIM Software
 3. AutoCAD
- Proficiency with Microsoft Office Suite.
- Experience with Estimating and Project Scheduling are preferring but not required.