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Position / Title	Project Coordinator
Reporting to	Project Manager
Last updated	January 2019

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## Focus

The Project Coordinator is to assist the project manager in successfully carrying out projects and is to take ownership of all administrative tasks involved in the process under the PM's direction. Excellent organizational skills, attention to detail, problem solving skills, and adaptability are all imperative to the success of this position.

## Overall outcomes

Meeting tight deadlines and demonstrating excellent time and stress management skills. Successfully managing administrative duties and various coordinating tasks, demonstrating collaboration with clients and internal team members at all times. Delivering results in time through effective communication, both written and verbal, and adhering to the company's quality standards on multiple projects at a time.

## Responsibilities

- Assist with project management activities and coordinate information between different subtrades, consultants, owners, and internal staff.
- Maintain a positive and professional relationship with subtrades, suppliers, and consultants.
- Collaborate with the PM to break projects into work packages and set realistic timeframes.
- Help identify requirements, scope and objectives as well as potential constraints.
- Distribute drawings and specification packages for subtrade pricing.
- Assist the PM in the review of subcontractor quotations.
- Keep track of project tasks and documents (change orders, transmittals, shop drawings, permits, etc.) and distribute as indicated.
- Use Microsoft Project to monitor project plans, task duration, and update the project schedule on a weekly basis.



- Assist in tracking budgets and expenditures by receiving and sorting invoices, flagging invoices with potential discrepancies and ensuring all change orders are tracked correctly to reflect cost increases/decreases by subtrade.
- Assist with Quality Control by performing inspections when necessary, making sure site supervisors have all the material needed to keep track of quality onsite, and file reports as needed.
- Work with the Project Manager to eliminate constraints and mitigate delays.
- Perform routine visits to site to assist in the preparation of site documentation.
- Issue all appropriate legal paperwork and prepare substantial completion certificates.
- Assemble O&M manuals and obtain any other close out documents.
- Keep the PM and project team informed about project status and issues that may impact client relations.
- Communicate ideas for improving company processes with a positive and constructive attitude.

## Requirements

### QUALIFICATIONS

- Degree or diploma in project/construction management, architectural sciences, drafting or a related field of study.
- Proven work experience as a Project Coordinator or a similar role.
- Knowledge of the construction industry and familiarity with construction methods and the building codes.
- Valid Driver's License.

### SKILLS

- Competency in Microsoft applications including Word, Excel, Outlook, OneNote and Project.
- Ability to read drawings and specs.
- Excellent organizational, time-management and problem-solving skills.
- Excellent interpersonal skills.
- Excellent verbal and written communication skills.
- Familiarity with risk management and quality assurance control.
- Familiarity with Bluebeam considered an asset.
- Familiarity with Procore considered an asset.



#### PERSONAL ATTRIBUTES

- Hard-working, ready to share the load and help others in order to see the project succeed.
- Able to recognize the big picture while still paying close attention to the small details at hand.
- Willing to collaborate with others and bring ideas to the table.
- Determined to go the extra mile.
- High sense of priority, being able to tackle a variety of tasks on a daily basis and meet tight deadlines.
- Able to work in a fast-paced industry, handling multiple projects at a time.