

## **Project Coordinator**

Our Construction Team is growing and needs a **Project Coordinator**. Primary responsibilities are to oversee the operations of a construction project. They will also contract the necessary subcontractors, manage supplies, update clients on progress, and implement procedures to adhere to building and safety codes.

The Project Coordinator will be expected to manage:

Budgeting, scheduling, organizing, record-keeping, and handling information flow from the Project

Manager to subcontractors and customers.

Regularly schedule and attend meetings between customers, subcontractors, and the Project Manager.

Prepare presentation items for the meetings and will maintain the meeting notes with the construction team. When any important decisions or action items are made during the meeting, the Project Coordinator will follow up on these with the necessary parties who are assigned these responsibilities.

Monitor overall progress of a job and keep the Construction Team updated until its completion.

### **Skills and Qualifications**

- Good communication and interpersonal skills capable of building and maintaining strong relationships
- Strong organizational and multi-tasking skills
- Excellent analytical and problem-solving abilities
- Team-management and leadership skills
- Documentation management and ability to use project management tools (We use Smartsheet)
- Strong budgeting skills
- Attention to detail even under pressure
- Time management skills with the ability to meet deadlines

### **Experience Requirements**

- Hands-on experience in bookkeeping, reporting, and budgeting – at least 3 years
- Project Coordinating – 1 year
- Project management, from conception to delivery – 1 year
- Smartsheet scheduling software - 1 year
- Excel, Word, Outlook – 1 year