



Project Coordinator

Reports to: Project Manager & General Manager

Coordinated by on Projects: Project Manager or Superintendent

Basic Function:

1. Provide construction and administrative support for Project Manager or Superintendent
2. Work as a team with project staff in an efficient manner while learning and growing with the company
3. Ensure client satisfaction and maximize profitability in all activities

Project Coordinating Duties:

- Work with Project Manager for data entry, paperwork, preparation and completion of project job files, coordination of client billing information, review of construction drawings for accuracy and ensure completeness of information required for tendering and construction
- Support Project Manager in finalizing subcontractors, subcontractor documentation and ensures all project documents are formalized to cover the scope of required work, payment terms, schedules, safety etc.
- Prepare complete project management files for detailed monitoring/filing of all project information
- Ensure all project tracking is completed for shop drawings, changes, project files, RFI's, etc.
- Participate in project start-up meeting(s) and complete all assigned tasks
- Review with Project Manager working drawings and specifications for accuracy and completeness of information required for tendering and construction
- Assist in completing punch lists and deficiency lists
- Complete Shop Drawing Reviews
- Complete project closeouts
- Follow up on preparation and delivery of as-built documents and drawings
- Participate in post mortem review and complete tasks
- Take active role in learning and supporting safety program and initiatives
- Professionally and efficiently administer multiple tasks on concurrently running projects with excellent communication, interpersonal and organizational skills
- Identify personal growth, training and development opportunities
- Work closely with-in branch and other Project Manager's
- Continually evaluate and communicate process and procedure innovations to streamline company operations and maximize profitability.
- Assist project site staff with document coordination and keeping records up to date and current.