

Premier Building Solutions Ltd - Project Coordinator

Reporting to the Project Manager(s), the Project Coordinator will play an integral role in major project planning as they will be responsible for the coordination of resources, timeframes and budgets for projects. Working closely with internal and/or external stakeholders, the successful candidate will collaborate with others, monitoring progress and ensuring projects run smoothly.

Premier Building Solutions specializes in commercial construction Design-build and large-scale building projects.

Responsibilities:

Project Coordination

- Maintain comprehensive project documentation, plans, meeting minutes and reports
- Work with the Project Manager(s) and Accounting, as well as vendors and project partners, during construction to ensure all aspects of the projects are completed within budget and schedule
- Assist with coordinating invoices and payments associated with projects
- Assist with all project management activities, resources, equipment and information are effectively and efficiently managed
- Assist in preparation of budgets, including development of project budgets and cost reporting / tracking for each project
- Create project status reports and distribute reports to all participants
- Assist in managing all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Work alongside the Project Manager to seek guidance and input during the key phase of each project
- Assist in adherence to specified deadlines
- Evaluate each project's effectiveness by consulting with internal and/or external stakeholders.

Administrative responsibilities

- Provide calendar management to the Project Manager(s), ensuring meetings are communicated to clients and have sufficient time allocation, etc.
- Assist in the preparation of briefing materials, presentations and documents
- Assist with special project duties on an as needed basis.
- Other relevant duties as assigned.

Qualifications

- Strong computer skills in MS Office Suite, Bluebeam, MS Project and Adobe
- CAD experience would be a valuable asset
- Knowledge of construction processes, techniques, and materials
- Work in a fast paced environment as part of a team
- Commercial Construction knowledge and experience is preferred.

Candidates must be eligible to work in Canada. Currently, we are unable to sponsor international candidates.

We thank all applicants for their interest in Premier Building Solutions Ltd, however only short-listed candidates will be contacted for an interview.

Job Type: Full-time

Benefits:

Dental care
Employee assistance program
Extended health care & dental care
Life insurance

Schedule:
8 hour shift
Overtime

Salary

- \$28 +/-hr based on experience

Applications can be sent to dking@premierbuilding.ca.

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