

WorkBC Employment Services Job Posting Form

Job Title	Construction Project Coordinator
Expires	2/14/2019
Area of Relevancy (check all that apply)	Sea to Sky
Company / Employer	Whistler Personnel Solutions
City of the Job	Squamish
Job Type	Full Time
Availability Requirements	Monday to Friday
Level / Salary Range	Based on Experience
Date Job Posted	1/14/2019
Application Deadline	2/14/2019
Contact Name	Jacki
Contact Phone Number	n/a
Contact Email	talent@whistler-jobs.com
How to Apply	TO APPLY: www.whistler-jobs.com/job/project-coordinator-squamish/ Applications received via email will be redirected to the website

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<p>Job Description</p>	<p>Duties: Duties / Responsibilities Include:</p> <ul style="list-style-type: none">- Effectively and accurately communicate relevant project information to project team.- Perform general administrative & record keeping functions including the review and distribution of project documentation, correspondence, minutes and field review reports, maintenance of project files, logs, drawings, specification, submittals, and RFIs.- Track and manage RFI(s), transmittal's, shop drawings, site instructions, contemplated change notices and change orders.- Create project budgets and schedules and insure they are on target.- Assist with procurement and delivery.- Maintain billing, scope, materials, and other job objectives.- Support subcontract management and processing of invoices and progress claim.- Assist in the coordination of change orders management process by securing pricing from vendors and subcontractor, review and submit all data received for project management team to review and approve.- Prepare project closeout documents by collecting warranties, O & M materials, and equipment start up records if applicable.
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<p>Desired Qualifications and Experience</p>	<p>Skills/Qualifications: The Perfect Candidate:</p> <ul style="list-style-type: none"> - Minimum 2 years of experience in working as a Project Coordinator, construction industry experience preferred. - Previous experience in the construction industry with a strong finance background is considered an asset. - BCIT Construction Program Management Diploma preferred. - Solid computer skills (Microsoft Office, Microsoft Project, NewForma). - Excellent written and oral communication and interpersonal skills. - Organized, multitasker with the ability to set and manage priorities. - Exceptional time management skills. - Demonstrated ability to handle pressure situations in a professional manner. - Problem-solving and analytical skills with the demonstrated ability to work under pressure in a professional manner. - High-level proficiency in MS Office. (Word, Excel, Outlook, Project) - A valid driver's license. - First aid certificate will be required. - Knowledge of AutoCAD software. - Ability to read architectural and engineering drawings. <p>Additional Information: About the Role:</p> <ul style="list-style-type: none"> - Year-round, long-term steady work (no seasonal fluctuations). - Mon-Friday, 8:30-5pm schedule ideally (some flexibility). - Comprehensive extended health benefits. - Salary based on experience. - Equal Opportunity Employer supporting Women in Trades.
<p>Job Posted By</p>	<p>Avia Employment</p>