

GENERAL CONSTRUCTION PROJECT COORDINATOR

Hay River, NT

The Project Coordinator is responsible for all aspects of managing construction projects, including, but not limited to: estimating, quality control, scheduling, human resources, communication among all team members, sub-trades and clients, complete projects on time, on budget and to the quality specified. The Project Coordinator role is diverse, and varies between each project.

Education and Experience:

- a Post-Secondary Engineering Certificate/Degree or equivalent or a Technical School graduate in a Construction related discipline
- two to five years Project Coordinator experience in the construction industry
- experience must include competently delivering on Project Coordinator tasks within the phases of the construction process from project start-up to project closeout
- ability to read, interpret technical drawing and specifications

Key Competencies:

- self-motivated, reliable, and responsible
- highly organized, able to prioritize and multi-task
- excellent written and verbal communication skills
- computer proficiency using Microsoft Word, Excel and Outlook
- networking, relationship building
- customer focus, teamwork, interpersonal skills

Benefits and Group RRSP Plans available, email resumé to admin@rowes.ca or fax to 867-874-6558.