

Job Posting

DeFaveri Group Contracting Inc. is looking to fill the position of **Project Coordinator**, who, under the direction of the Project Managers, will primarily be responsible to administer, monitor and assist in all management of the multiple projects. This position will also assist in the resolution of design issues, change requests and RFI's. The Project coordinator must possess the following:

- Post Secondary education in engineering (CET) construction management, or a related discipline.
- Ability to read blueprints, schematics, field drawings, and plans. Detailed understanding of means and methods and construction sequences.
- Ability to respond quickly in a dynamic and changing environment
- Working knowledge of construction law and building codes.
- Proficient in Microsoft Suite programs
- Ability to learn and utilize new programs (Procore, Sage 300 etc.)

Duties and responsibilities

- Assist with procurement and approvals for permits and other government approvals, eg. building permits, Notice of project, etc.
- Support the pre-construction process by attending job meetings and recording the minutes
- Manages change order process, including pricing, negotiating, processing, and assessing cost and schedule impact before reviewing with project manager. Performs simple estimates.
- Assists project manager to create and issue tender packages and subcontracts on more complex scopes, and monitor their progress.
- Maintains, performs, and/or supervises project document control and procedures.
- Provides proactive leadership for safety and quality programs.
- Requisition materials and supplies
- Assist in the resolution of design issues, change requests, material defects, and equipment problems
- Distribution of drawing and specification packages for subtrade pricing for review and approval by Project Managers.
- Solicits a minimum of three quotes on materials and subtrades as requested by Project Managers, Construction Manager and/or Site Supervisors.
- Assist Project Managers with negotiating subcontractors, purchase orders, shop drawings and change orders.
- Keep Project Managers informed about project status and issues that may impact client relations and project delivery.
- Provide assistance and support to Site Supervisors.
- Create purchase orders for sub contractors and materials upon request of the project managers.

DeFaveri Group Contracting Inc. offers competitive compensation and career advancement opportunities.

Qualified applicants should forward their resume with cover letter to neil@defaveri.ca