



Project Coordinator

2461 Beryl Road, Oakville, Ontario L6J 7X3
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Job Position	Project Coordinator
Start Date	Flexible- December/January
Hours/Week	Full Time: 45-50hrs+/Week

General Scope of Duties

Responsible for assisting in the preparation and documentation of the Estimating and Procurement (Material Purchasing & Subcontracts) full cycle process for all necessary electrical aspects of the project.

Ability to read and understand drawings, standards and specifications

Excellent organizational and planning skills and ability to manage multiple projects

Ability to meet tight deadlines while maintaining accuracy

Excellent verbal and written communication skills

Strong negotiation skills

Build and maintain a positive working relationship with owners and owner's agents by becoming familiar with project and owner proposal requirements.

Develop and maintain relationships with key subcontractors and suppliers to ensure competitive pricing. Strong analytical and problem solving skills

Developed mathematical skills

Ability to work with minimum supervision

Advanced knowledge of MS Office [Excel], Computer Skills and Technically Savy

Assisting Project Managers/Estimators with Daily Tasks as Required

Field Site Visits and Meetings

Experience

B.Eng or CET preferred

Experience working in the Construction Industry an asset.