



JNE Group of Companies is a full-service multi-disciplinary engineering and construction services firm based in Hamilton, Ontario. Our experienced and specialized teams work globally with a diverse client base. JNE's staff includes managers, engineers, designers and trades people from a variety of fields, who bring to the company a wealth of experience in many industries, including the chemical, industrial, construction, environmental, automotive, municipal, food and manufacturing industries.

JNE is currently looking for Construction Project Coordinator for one of our clients in the Cambridge/Woodstock area.

Contract 6 months

Duties and Responsibilities:

- Work daily to assist with scheduling projects and budget time required to meet deadlines.
- Effectively and accurately communicate relevant project information
- Daily on site review of projects and sub-contractors
- Identify construction activities that are not moving according to the predetermined schedule.
- Communicate effectively.
- Assist in department tenders, preparation of all contracts and on site estimates/measures.
- Use project scheduling and control tools to monitor projects, work hours, budgets and all expenditures.
- Effectively and accurately communicate relevant project information

Qualifications: Abilities/Skill Requirements:

- 3-5 years' experience in the Civil/Construction
- Construction/Civil Technology/Technologist Diploma or equivalent work experience in construction project management
- Clean abstract
- Comfortable on a computer; ability to navigate CAD based programs
- Estimating experience
- Read plans/blueprints

JNE is compliant with AODA standards. We invite all interested individuals to apply through Indeed. Only those selected for an interview will be contacted. Thank you.

Job Type: Contract

Required education:

- High school or equivalent

Required experience:

- Civil Construction: 3 years