



PROJECT COORDINATOR

Job Description:

Job title: Project Coordinator
Responsible to: Management & Estimating
Location(s): Main Office

Overview

JCI Contractors is accepting resumes for the position of Project Coordinator. The Project Coordinator responsibilities include working closely with our estimating and project management teams to prepare comprehensive action plans, including resources, timeframes and budgets for projects. The successful candidate will perform various coordinating tasks, like schedule and risk management, along with administrative duties, like maintaining project documentation and handling financial queries. To succeed in this role, you should have excellent time management and communication skills, as you'll collaborate with clients and internal teams to deliver results on deadlines.

Ultimately, the Project Coordinator's duties are to ensure that all projects are completed on time, within budget and meet high quality standards.

General Responsibilities

- Coordinate project management activities, resources, equipment and information
- Work closely with estimating in the pre-bid and pre-construction phases
- Break projects into doable actions and set timeframes
- Liaise with clients to identify and define requirements, scope and objectives
- Assign tasks to internal teams and assist with schedule management
- Make sure that clients' needs are met as projects evolve
- Help prepare budgets
- Manage RFIs
- Maintain Change Order Log
- Oversee project procurement management
- Put together the closeout package (warranties, etc.)
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants
- Work with the Project Manager to eliminate blockers
- Use tools to monitor working hours, plans and expenditures
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting quality assurance tests

Experience Required

- At least 3 years of experience in the commercial and industrial construction industry
- Bachelors degree in construction management preferred but not required
- Proven work experience as a Project Coordinator or similar role
- Experience in project management, from conception to delivery
- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans
- Solid organizational skills, including multitasking and time-management
- Strong client-facing and teamwork skills
- Familiarity with risk management and quality assurance control
- Strong working knowledge of Microsoft Project and Microsoft Planner
- Hands-on experience with project management tools
- Strong Computer skills (Bluebeam Revu, Excel, etc.)
- Steel Building Erection
- Safety / Job Hazard Analysis
- Local laws & regulations
- Attention to detail
- Visual / observing skills
- Ability to work with tools
- Construction / building methods
- Coordination of subcontractors such as but not limited to excavation, electrical, mechanical & structural systems
- Building materials, tools & machines
- Material costs & wages

Ready to build your career? Please email your resume to human.resources@jcibuilds.com

Questions?
Call 1-866-998-7268