



Project Coordinator

Pave-Al Limited

Reports To: Manager of Construction

Starts On: April 1, 2023

Summary: As a Project Coordinator, you will assist the Project Manager with the overall estimation, planning and coordination of construction activities to ensure that the project is completed in a timely and cost-effective manner. This role requires supervising of construction crews and subcontractors as well as cost control and monitoring duties inclusive of preparation of payment certificates.

Responsibilities:

- Assist with overall project performance including costs, schedule, and quality
- Maintain and promote excellent relationships with clients, subcontractors, suppliers and the public
- Manage change order processes, including pricing, negotiating, processing and assessing cost and schedule impact
- Expedite progress payment certificates, final payment certificates and extra work orders
- Ensure compliance with legislated safety and environmental requirements and best practices by adhering to the Company's OH&S management system
- Assist in planning, preparing and updating work schedules and executing construction activities including supervision of crews and related equipment
- Oversee quality assurance and quality control activities on the project site and adhere to contract requirements
- Maintain plans, specifications, cost and materials estimates, subcontracts and reports and ensure latest issues are distributed as required
- Coordinate procurement of construction materials ensuring timely delivery and accuracy of materials in accordance with the terms of the purchase order
- Ensure project cost requirements are met and coding procedures are followed
- Assist with estimating and bidding projects as required
- Other duties as assigned.

Requirements:

- A Civil or Technical college diploma/degree
- At least 2+ years' experience in road construction, relevant co-op experience will also be considered
- Sense of urgency and strong commitment to achieving goals and objectives



- Attention to details and superior organization skills to excel in a fast-paced environment
- Ability to work with a highly functional team
- Effective communication skills both verbal and written
- Valid driver's license
- Excellent Microsoft Outlook, MS Word and Excel skills
- Willingness to work occasional weekends and evening shifts as the project schedule demands

Interested applicants are requested to forward resume to careers@paveal.com

Unsolicited resumes from staffing firms will not be accepted. We will contact candidates selected for an interview. Accommodations are available upon request.