



Project Coordinator

Pave-Al Limited

Reports To: Operations Manager

Starts On: To be Determined

Summary: Pave-Al Limited specializes in Road and Highway Construction for the public sector, as well as airport runways and industrial parking lots for the private sector. As one of the leading road construction contractors and asphalt pavement producers in the Greater Toronto Area, we take pride in our workmanship, excellent customer service, and quality asphalt pavements. Pave-Al provides a wide range of Paving and Construction services for all types of clients, consistently delivering projects efficiently and cost-effectively.

As a Project Coordinator, you will assist the Project Manager and Project Superintendents 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 company 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.