

Construction Project Coordinator – Calgary, AB

We have an immediate opening for an experienced Construction Project Coordinator based out of our satellite office in Calgary, Alberta. This position will require some traveling.

Summary: Reporting to the VP Construction – Western Division, the Construction Project Coordinator will be responsible for supporting duties for multiple projects, from site plan review, drawings management, tendering and estimating support to pre-construction support.

Job Duties include but not limited to:

- Manage multiple projects simultaneously
- Site plans reviews that include assisting with site set-up/organization, servicing, grading and electrical, firewalls, truck turning, building foot print, asphalt and signage, as well as owner/tenant signoff
- Assist with procurement and approvals for permits and other government approvals, eg. building permits, health dept., etc...
- Overview and review of documentation with owner/tenants eg. tendering and issuing docs, floor plans and elevation approval, and material review and ordering(collaborate with project managers and site superintendent)
- Support the tendering and estimating process by reviewing the bid documents, ensuring drawings are distributed, sub trades notified and material take offs are complete
- Preparation of drawing production; drawing distribution with letter of intent, and other coordination with admin, mechanical/electrical, etc...
- Review consultant's drawings, and arrange pre-drawing meeting with architect and project manager
- Assist project manager and site superintendent to identify potential drawing errors and/or conflicts
- Support the pre-construction process by attending job meetings and recording the minutes on site
- Distribute change notices/instructions to sub trades, and compile pricing for project manager
- Inspection distribution list to sub trades and mortgage survey
- Liaison with project manager, site superintendents and support staff

Requirements

- Degree or Diploma in Civil/Construction Engineering, and LEED
- Minimum of 3-5 years' project management experience working with a general contractor within the commercial/retail construction industry
- Proven experience handling projects valued up to \$5 Million
- Good understanding of building drawings and specifications
- Ability to provide simultaneous support for needs across multiple projects in varying phases
- Strong analytical and detail oriented skills are critical, along with exceptional time management and problem solving skills
- Excellent communication skills, both orally and written

Please apply via email at hr@traugott.com