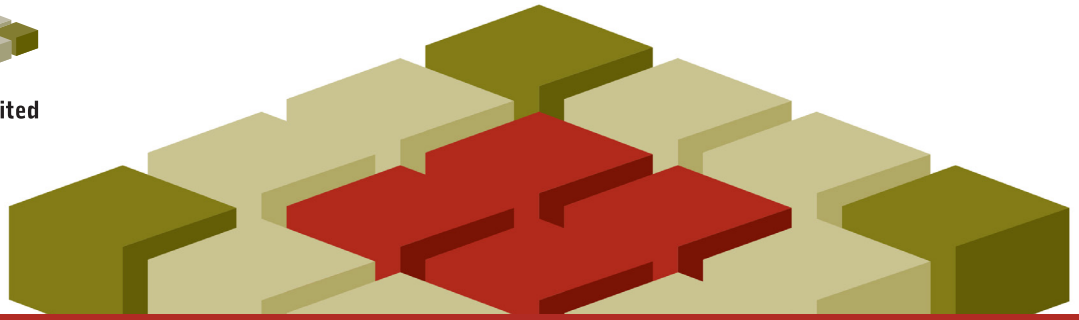




Collaborative Structures Limited

*committed to
project execution
excellence*



PROJECT COORDINATOR

Collaborative Structures Limited (CSL) is a multi-disciplined construction services company that has made its mark within the construction community. Since our inception in 2003, CSL has shown significant growth that can be directly related to our goal of providing exceptional services to our Clients and our commitment to Project Execution Excellence.

CSL has a number of projects in the Industrial, Commercial, Institutional, and Heritage/Adaptive Reuse sectors of Southwestern Ontario.

Position Overview

As a Project Coordinator you will work closely with the Project Managers to facilitate the coordination of various projects. 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.

Duties and Responsibilities

- Manage, assemble, and update contract documents, such as drawings, specifications, Change Notices, Change Orders, etc.
- Develop site specific safety plans in collaboration with CSL's Safety Coordinator
- Assist in the development and upkeep of project schedules, using MS Project
- Ensure all paperwork and site documentation is kept current
- Assist with the review and evaluation of tender submissions
- Prepare and issue purchase orders to sub-contractors and material suppliers
- Review project changes with sub-contractors and suppliers, and discuss schedule and cost impacts with the Project Manager
- Review, process, and track RFIs (Request For Information)
- Attend bi-weekly site meetings and produce meeting minutes
- Prepare all required closeout documentation for submission to Owners/Consultants
- Act as the point of contact and communicate project status to all participants
- Work with the Project Manager to monitor progress and handle any issues that may arise

Education and Experience

- Degree or diploma in Project Management, Architectural Construction Engineering Technology or related field

Qualifications

- Proven work experience working as a Project Coordinator (1 year minimum)
- Experience with project management tools such as Timberline, is an asset

- The ability to prepare and interpret schedules, flowcharts and step-by-step action plans
- Excellent organizational and time-management skills
- Familiarity with risk management and quality assurance control
- Working knowledge of Microsoft Project
- PMP or CET certification is an asset

What We Offer

- Competitive compensation
- An expansive benefits program including a company matched RRSP program
- Opportunity for growth and advancement within the organization

Interested and qualified applicants should send their resume to recruiting@collaborativestructures.com. CSL is an equal opportunity employer committed to creating an inclusive environment for all individuals.