



## **Project Coordinator - Construction**

### **Who are we looking for?**

This is an exciting entry-level role open to **youth aged 15 to 30 years** that enjoy the administrative and liaison side of the construction business.

This role is funded by Canada Summer Jobs.

Wage	\$ 22 - 28 per hour		
Employment	Full-time, fixed term with the possibility of going permanent	Working hours	40-44 hours/week
Start date	June 14, 2021 up to 16 weeks	Direct reports	none
Reporting to	General Manager - General Contracting	Location	*90% at LEF/Learning Enrichment Foundation: 116 Industry St, York, ON M6M 4L8.  *Due to the COVID-related lockdown in Toronto, role mostly works from home until further notice from LEF  10% on worksites as required
Working days	Monday, Tuesday, Wednesday, Thursday and Friday		

### **Required Experience & Qualifications**

- Minimum of 1 year of construction back office and coordination experience
- Full, clean G License with own vehicle is mandatory
- Strong technology skills in various software programs such as Google Workspace (Google Drive, Docs, Sheets, Slides, Gmail, Meets), Zoom, Adobe Acrobat, construction project management software (Procore), scheduling software
- AutoCAD, Autodesk Revit, SketchUp, BIM, and other design software experience is an asset, but not mandatory.



### **As a Person**

- Highly organized, careful about details and deadline-driven
- Thrives in a fast-paced work environment with a lot of ambiguity in process and structure
- Clear and professional communicator
- Has a passion for Building Up's mission and dedication to the well being of our trainees/employees

### **Required Physical Abilities**

- Dexterity of hands and fingers to make precisely coordinated movements of the fingers to type information into a computer keyboard, mouse and to handle other office machines
- Wrist-finger speed to make fast, typing and recording of information

### **Essential Duties and Responsibilities**

Reporting to the General Manager of General Contracting, the Project Coordinator will perform various administrative tasks and stakeholder liaison tasks.

- Coordinate with sub-trades such as electricians, plumbers, and HVAC technicians for scheduling and site access, ensuring contracts are in place and signed, WSIB clearance certificates are up to date
- Support Site Supervisors by identifying suppliers that can reduce costs, placing material orders, organizing material delivery, ensuring that they have materials and tools they need, and tracking progress to schedules
- Accurately enter data of suppliers, vendors and sub-trades into construction management software, and financial tracking for projects
- Support Social Enterprise team in various administrative tasks related to estimating, proposal writing, invoicing and timeline development.
- Quickly sketch 3D building assembly, structural, electrical requirements for use by the sub-trades

### **Diversity & Accessibility**

Building Up strives to foster a workplace that reflects the diversity of the community we serve and welcome applications from all qualified candidates.

Additionally, we are committed to developing an inclusive, barrier-free selection process and work environment. If you are contacted, please advise the hiring manager if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner in accordance with AODA (Accessibility for Ontarians with Disabilities Act). Information received relating to accommodation requests will be treated with confidentiality.