



# Project Coordinator

Reporting directly to the Engineering Manager (EM). The Project Coordinator will work closely with the Project Manager (PM) on project specific tasks. Duties and responsibilities include but are not limited to the following:

## Admin

- This role is supportive, where the incumbent acts as liaison by communicating with external parties and assisting project managers in organizing and coordinating all aspects of a project, from start up to close out;
- Write letters, memos and emails;
- Communication with coworkers daily by telephone, email and in person;
- Work in a team environment; and
- Both administrative and technical in nature.

## Education

- Bachelor Degree or Diploma in Architectural Technology Construction Management or Civil Engineering.

## Years of Experience

- Minimum 2+ years of working experience.

## Working Conditions

- On site work environment involves some exposure to hazards or physical risks that require knowledge of and adherence to basic safety procedures and precautions;
- Work environment requires having construction safety footwear and hard hat for all site work and in certain other locations; and
- At times requires driving a company vehicle to visit sites, clients or suppliers to pick up samples.

## Position Level

- Position for incumbents wishing to pursue a career in project management;
- Detail oriented with the ability to read architectural drawings;
- Ability to act as a mentorship to other project coordinators;
- Ability to work independently with minimal supervision.

## Job Specific Duties

- Full understanding of blueprints and use of Bluebeam for marking up drawings;
- Prepare project start up documents and send out startup checklist;
- Order print out Tender set and drawings as required;
- Download all drawings required to start the shop drawing process;
- Order samples to PURM and submit to the contractor for approval;
- Create and update approved sample list;
- Attend internal Scope of Work meeting with EM, PM and Estimator;
- Download all RFIs and SIs and advise PM;
- Update the SI log and advise PM for any extras;
- Send shop drawing to engineer for review;
- Send stamped shop drawing to contractor;
- Prepare LEED forms as required;
- Print sets of the latest marked up shop drawing for takeoff, breakdown and for installers at kick off meeting;
- Prepare the area report for installer's contract;



- Prepare the parts quantity report for installer's contract;
- Update the part quantity report as the project progresses;
- Help with parts releases if required;
- If a project is guaranteed, download the latest slab edge and structural drawing prior to breakdown;
- Update Outstanding CCOs and send a follow up email to contractor; and
- Represent SWC, as requested, in business with customers, consultants, contractors, and suppliers.
- check the latest slab edge drawing against the approved shop drawing;
- Site measurement has to be laid out in cad if necessary;

