

Company:	Whitemud Ironworks Limited
Position:	Construction Project Coordinator
Location:	Surrey, BC

Whitemud Ironworks Limited is the largest open shop commercial fabricator/erector in Western Canada. We are seeking highly skilled **Construction Project Coordinator** to join our team immediately.

Who we're looking for...

The key duties of this position will include (but will not be limited to):

- Accountability for construction coordination and steel delivery planning and execution
- Prepare and maintain a current schedule for assigned projects, identify and report schedule delays
- Enter daily hours, material deliveries and project progress into Whitemud's web based tracking system
- Track inventory of site supplies and order replacement supplies as required
- Investigate and complete site non-conformance reporting
- Enter and obtain resolution on field trouble reports (FTR's)
- Track and report site work order hours
- Create and administer both electronic and written project documentation to contain all relevant information relating to the project
- Enter and maintain information into Project Management Software
- Prepare costing of project changes (Contemplated Change Notices & Site Instructions)
- Facilitate information and drawings between Project Manager, Detailing, Production and Field Operations
- Coordinate site dates in conjunction with production, field and drawing office, and follow-up to ensure those dates are adhered to
- Review daily field reports for actions required by site (i.e. material), and contractual changes, and respond accordingly
- Pursue all RFI's as well as shop drawings to expedite project
- Pursue and process all change orders, manage back-charges, and ensure all extras are accounted for
- Process all pricing of change orders & extras to Contractor on a timely basis
- Monitor actual tons and other variances on production schedule against estimate to determine potential extras
- Responsible for progress claims billings, change order billings and back charge invoicing
- Compile a comparison against budgeted monthly sales figures
- Negotiate all back charges, job deficiencies and complaints with Contractor to the best advantage to WIW
- Assist Project Manager in negotiation and award of contracts for all sub-trades for the project
- Provide weekly revenue report and progress billings for the month
- Assist Project Managers with various administrative duties
- Participate in project kick-off meetings and weekly update meetings for all assigned jobs
- Take and distribute kickoff meeting minutes
- Update Project Manager regarding changes to contracts as they impact the production schedule

The ideal candidate will have:

- A Technologist or Engineering education or a trades equivalent
- Minimum 3 years of planning, scheduling and/or project management related experience
- 2+ years of Project Coordinator related experience in the construction industry, preferably with structural steel exposure
- Ability to read, analyze and interpret drawings, documents and technical procedures
- Must be proficient at intermediate level with MS Office applications (Word, Excel, and Outlook)
- Proficient with MS Project at expert level, or as a minimum at intermediate level
- Construction's contract administration experience is an asset

The ideal candidate will also possess the following qualifications:

- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- **Organize:** Set priorities, effective organizational and time management skills with handling multiple priorities, performing a variety of tasks, and meeting required deadlines
- **Plan:** Determine strategies to move projects forward, set goals, create and implement action plans, and evaluate the process and results.
- Ability to balance speed and thoroughness to get the job done right the first time; detail-oriented
- Ability to provide a high level of customer service towards team members, clients and sub-trades

Work Requirements of the job may include:

- Project Coordinators work in an office environment but the purpose of the project may sometimes requires to work on-site in a construction environment at full or partial time
- Depending on project requirements this position may be required to work extended hours, weekends, and/or work away from home on a rotational basis
- Travel will be required as necessitated by assigned projects

What we offer!

- Comprehensive compensation package.
- Full-time position.
- Professional growth and personal development.

Come and join us on a venture towards continued growth and success!

Interested in joining our team?

If this position is of interest to you, please forward your resume (in Word or PDF format) to careers@wiworks.ca by **noon of November 30, 2018.**

Whitemud Ironworks Limited is not accepting agency resumes for this position at the moment.