



80 Wade Road, Truro, N.S., B2N-6S9

Commercial Construction Project Coordinator. Permanent Job. Residential projects in Eastern Nova Scotia.

Your new company

An established Atlantic Canadian construction company, focusing on new residential home construction projects is currently looking to hire a Project Coordinator to join their team in Eastern Canada.

Your new role

In your role of Construction Project Coordinator you will support the construction project manager in controlling the full construction project cycle which includes monitoring budgets & schedules, subcontractor selection and issuing various construction documents. You must attend regular client, and site meetings to ensure the project stays on schedule and within budget. You will participate in preparing all contracts and requests for quotes for the projects as well as maintain all project logs throughout the process.

What you'll need to succeed

To qualify for this role, you must possess 1-3 years' experience as a Construction Project Coordinator with a construction company with a focus on residential, Institutional, Commercial office and/or retail bank interiors with a Canadian construction company. You must possess post-secondary education in a construction related subject and have a thorough understanding of construction drawings and an acute eye for detail. Strong written and verbal communication skills are mandatory as you will be dealing closely with key stakeholders, subcontractors and clients as required.

What you'll get in return

This role offers a salary of \$38-45k (experience dependent) with bonus, benefits, and paid vacation. This is a fantastic opportunity for a driven, experienced & ambitious construction professional looking to elevate their career and make a lasting impact in the Nova Scotia construction industry.

What you need to do now

If this is an opportunity you are interested in & your background matches the experience required, please send your resume in confidence to Eric Beaudoin. If you feel that it would be a good fit for somebody you know, please feel free to pass along this job posting.

NB) Due to the high volume of resumes received only the most suitable candidates will be contacted for pre-screening. In the event that you do not hear from me this time around, please feel free to apply for future vacancies.