

Job Title: **PROJECT COORDINATOR**

Reports to: President

Indirectly Reports to: Project Manager

Direct Reports: none

Indirect Reports: none

Classification: Salary/exempt

Summary/Objective: The Project Coordinator is garnering and developing their skill set to become a Project Manager. As a project point person, they are accountable for ensuring the execution of all aspects of in-house and small-scale projects throughout the entire life cycle. A Project Coordinator may have ownership of multiple projects simultaneously.

Main Responsibilities:

- Partner with various departments to execute all aspects of a project while enhancing a project management skill set
- Oversee various in-house and small scale projects including verification, budgeting, planning, client relations, delivery, installation and documentation
- Ensure and constantly improve the safety, morale, quality and profitability of our operations through the ongoing implementation of effective methods and strategies
- Verify project scope, site conditions, and field dimensions
- Design budgets and monitor all associated costs, internal and external to the Company, to protect financial targets and deliver expected project financial results
- Oversee the development of requested production drawings
- Identify and secure resources and develop strategies to meet all change orders
- Collaborate with department leaders to develop timelines for job completion
- Cultivate and maintain positive working relationships, as the point person on the project, with stakeholders both internal and external to the facility to facilitate the unencumbered completion of the project
- Monitor the output of internal departments, vendors, subcontractors, and installation groups to ensure contract compliance and delivery within budgetary constraints
- Travel to project stakeholder sites as required
- Organize delivery and installation of all project components
- Ensure the suitable execution of the project to request/contract specifications
- Create and maintain in accurate detail all project documentation including, drawings, financials, schedules, logistics, billing, and change orders
- Research, evaluate, recommend and implement alternative solutions as needed
- Provide updates and ongoing analysis of each project to the leadership team
- Schedule, facilitate and participate in job-site meetings with required stakeholders

- Promote and enforce adherence to safety guidelines, policies, programs, laws, regulations and protocols
- Identify performance issues and hold participants accountable to actions needed to improve or correct performance, ensuring accuracy and documentation
- Recommend training and continuous improvement options
- Communicate and uphold company policies and procedures
- Maintain a high level of confidentiality at all times

Competencies:

- Highly motivated with a proactive approach
- Exceptional customer service, interpersonal and relationship building skills grown from a genuine approach
- Advanced written and oral communication skills to effectively interact with, influence and motivate people at all levels
- Developed project planning, problem solving, decision-making, and business reasoning skills
- Excellent prioritization, time-management, organization and multi-tasking skills with an ability to work under resource constraints in a fast-paced environment
- Strong presentation skills including the ability to speak effectively before groups and clients
- Accuracy with mathematical calculations and basic cost accounting principles
- Profound attention to detail
- Strong conflict resolution, critical thinking and analytical skills to resolve issues quickly
- Strong collaboration and coordination abilities
- Enthusiasm and willingness to learn
- Demonstrated ability to work both independently and as part of a team
- Fluidity to work with projects based on the imperial system of measurement

Requirements (education/certifications/licences/passport/clean drivers abstract):

- Post secondary education in Business, Operations Management, Project Management, Engineering or related field
- An equivalent level of experience would be considered
- Working knowledge of custom millwork, commercial construction, woodworking, fabrication, manufacturing and installation methods would be considered an asset
- Ability to travel, including internationally
- Understanding of architectural plans, drawings and specifications
- Ability to ensure quality control and enforce safety standards
- Efficient with all Microsoft applications

Working Conditions: Various manufacturing areas in a millwork facility; office environment

Travel Requirements: Travel, including internationally, is associated with this position

Disclaimer: The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned from time to time or the scope of the job may change as necessitated by business needs.

Review Date: March 8, 2021