



## NOW HIRING | CONSTRUCTION PROJECT COORDINATOR #22-PC

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At Peak, we pride ourselves on providing large firm capabilities, while maintaining small firm personal commitment. Our teams are dynamic, driven, and committed to excellence. Peak is a progressive employer that offers opportunities to work on unique and exciting projects with established and reputable clients.

Peak is currently hiring **Construction Project Coordinators** to be based on-site.

### **Summary:**

The Project Coordinator (PC) assists the project team to administer and deliver construction projects and is fully accountable to the Project Manager for document control, change management, quality control, information management of each project. The PC is responsible for all project documentation including contract processing and communicating with sub-trades/consultants, working closely with the Superintendent and Project Manager regarding project details. The PC will provide support to construction staff on site, assisting in collection of safety documentation, participating in safety reviews, coordinating with superintendents to submit requests for information, communicating with sub-trades on non-conformance issues and taking regular progress information on the project.

### **Responsibilities:**

- Perform a variety of duties as assigned by the Project Manager or Superintendent including, but not limited to administrative duties (RFI's shop drawings, etc), update schedules and budgets, and monitor cost controls and other assigned duties on the project.
- Work with Project Managers/Superintendents to update project schedule and budget to identify potential issues.
- Assist with the development, updating/review and coordination of project-specific safety plan.
- Document meetings, action items, and other pertinent project deliverables/decisions
- Monitor the change management process, identify change events, prepare and/or submit change notices, track changes to the project scope, and present to the Project Manager/Superintendent when required
- Provide timely progress reports to Project Manager
- Assist with drawings, drawing records, revisions, site instructions and change orders
- Obtain and provide written documentation for all clarifications and instructions
- Contributes to the successful execution of projects, in accordance with contract and quality requirements.
- Primary point of contact between consultant, trades, and site superintendent to facilitate the project from conception to completion
- Track progress of site work, advise on variations in scope or potential budget changes.
- Ensure as-built/record drawings are produced on a regular frequency with informal field changes and formal updates from the consulting team
- Review the project site and confirm work is in compliance with drawings and specifications/contract documents

### **Skills & Qualifications Required:**

- 3+ years construction experience or combination of education and experience
- Diploma, certificate or degree in Building Technology, Project Management, or other related discipline
- Understanding of construction standards, methods, assemblies, plans, specifications, regulations, and codes
- Ability to read and interpret construction documents
- Familiarity with all Microsoft Office applications
- Highly developed communication and interpersonal skills with an ability to communicate at all levels
- Ability to manage multiple tasks and take direction from various project team members
- Exceptional attention to detail and task organization

***Should this be a match for your skills, experience and background, please forward your resume to [careers@peakrp.com](mailto:careers@peakrp.com) referencing job posting #24-PC***