



NOW HIRING | Project Coordinator (Travel) #25-TPC11C

Peak Construction Group is a leading construction firm recognized for delivering high-quality commercial, industrial, and residential projects across Canada and the United States. We pride ourselves on building lasting relationships, offering large firm capabilities while maintaining small firm personal commitment. With over 180 employees in Canada and the United States, Peak continues to grow and offer opportunities.

We currently have an opening for a Project Coordinator with the ability to travel to sites across Canada, particularly in Alberta, Manitoba and Ontario.

Role: 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, and information management of each project.

Who You Are: You are a detail-oriented and proactive professional with a strong understanding of construction processes and documentation. You thrive in a fast-paced environment, balancing multiple priorities while maintaining accuracy and clear communication. Safety is a core value for you, you actively promote and uphold safety standards on every project. You build strong relationships with project teams and stakeholders and take ownership to ensure projects run smoothly from start to finish.

Key Responsibilities:

- **Project Administration:** Handle administrative tasks such as RFIs, shop drawings, schedule and budget updates, cost control monitoring, and documentation of meetings and deliverables. Contributes to the successful execution of projects, in accordance with contract and quality requirements.
- **Schedule & Budget Management:** Work with Project Managers/Superintendent to update project schedules and budgets, identify potential issues, and provide timely progress reports. Review subcontract invoices in comparison to submitted progress claims
- **Safety & Compliance:** Assist in developing and coordinating project-specific safety plans and ensure compliance with Occupational Health & Safety Acts.
- **Change Management & Documentation:** Monitor change processes, prepare and track change notices, manage drawings, revisions, site instructions, and maintain accurate as-built records. Assist with drawings, drawing records, revisions, site instructions and change orders while tracking progress of site work, advise on variations in scope or potential budget changes.
- **Stakeholder Coordination:** Act as the primary point of contact between consultants, trades, and site superintendent; facilitate communication and ensure project execution aligns with contract and quality requirements. Obtain and provide written documentation for all clarifications and instructions

Required Experience and Qualifications:

- 2-5 years of progressive experience in construction or combination of education and experience.
- Diploma, certificate or degree in Building Technology, Project Management, or other related discipline.

Required Skills and Knowledge:

- Understanding of construction standards, methods, assemblies, plans, specifications, regulations, and codes.
- Ability to read and interpret construction documents.
- Ability to execute reliably in a fast-paced environment with a diligent and keen attention to detail.
- Ability to manage multiple tasks and take direction from various project team members.
- Proficient in Microsoft 365 Suite (Outlook, SharePoint, Word, Excel, Teams).
- Excellent interpersonal, communication, and problem-solving skills.
- Ability to work independently, prioritize tasks, and maintain confidentiality.
- Possesses emotional intelligence and the ability to build and foster professional relationships.
- Comfortable balancing tactical and strategic responsibilities in a growing organization.

What We Offer:

- A competitive compensation package, including extended health benefits, RRSP matching, and opportunities for continued learning and development.
- Salary Range: \$65,000 - \$85,000 plus generous supplementary travel compensation
- A workplace that values integrity, collaboration, and the long-term growth of both our employees and our company



To apply for this role, please e-mail your cover letter and resume
in PDF format to careers@peakgrp.com, referencing posting #25-TPC11C
