



Unit #102 - 1339 McGill Road

Kamloops, B.C. V2C 6K7

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[www.AandT.ca](http://www.AandT.ca)

## **PROJECT COORDINATOR**

### **Job Summary:**

A&T is one of the Thompson Okanagan's top developers and general contractors and has celebrated more than 25 years of exceeding client expectations through the creative use of space, quality craftsmanship and attention to detail.

Led by strong business ethics and community-minded values, we are known for our high standards in the commercial and residential building industry. These standards guide our team of construction and technical experts, as well as our qualified trades partners, toward exceeding each client's expectations – on time and on budget – on every project.

It is this commitment to quality product and workmanship, and client care that has propelled A&T's growth and success since 1992, and has resulted in numerous return clients and a long list of prestigious industry awards.

We are currently hiring for a **Project Coordinator** who is highly accountable, energized and motivated. Working collaboratively as part of our project team your role will be to provide various service and support to our Project Managers at locations in Kamloops and the surrounding areas.

### **Authority:**

The Project Coordinator derives authority from the Project Manager and/or partners of the company and is granted full authority to perform the duties set forth in this job description. The PC will promote a harmonious relationship between the Project Manager, sub trades and clients, who must work closely together, this authority must be coordinated with that of the Project Superintendent. Our goal is to complete our projects ahead of schedule and within budget by utilizing the expertise of all members of the team to the fullest.

### **Responsibility:**

As an experienced Project Coordinator you will be reporting directly to the Project Manager and or partners of the company, this position is responsible for assisting with the overall project performance and administrative direction for each project.

### **Introduction:**

The Project Coordinator primary responsibilities for A&T consists of the following:

- Effectively and accurately communicate relevant project information to project team
- Perform general administrative & record keeping functions including the review and distribution of project documentation, correspondence, minutes and field review reports, maintenance of project files, logs, drawings, specification, submittals, and RFIs. Track and manage RFI(s), transmittal's, shop drawings, site instructions, contemplated change notices and change orders
- Assist with procurement and delivery



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- Work with PM to maintain billing, scope, materials, and other job objectives
- Support subcontract management and processing of invoices and progress claim
- Assist in the coordination of change orders management process by securing pricing from vendors and subcontractor, review and submit all data received for project management team to review and approve
- Prepare project closeout documents by collecting warranties, O & M materials, and equipment start up records if applicable

### **Qualifications / Abilities:**

The Project coordinators function is essential to the successful operation of projects. He/she must have the following skills/ abilities.

- A thorough knowledge and background in the construction industry
- Maintain a high degree of integrity, loyalty and honesty; not divulge to outside parties information of a confidential nature pertaining to the company's operations or bids
- The ability to get along with people and to communicate in a professional manner with Owners, Inspectors, Architects, and others having a direct interest in a project being constructed
- Ability to carry out the duties described in the job description in an efficient manner
- Ability to prioritize multiple tasks and duties with various deadlines
- Ability to work in a team setting
- Self-motivated individual
- Energetic - engaged personality that takes on complex challenges with enthusiasm. Willingness to embrace any task assigned to them
- Driven - self-motivated and driven to push things forward no matter the circumstance
- Independent - ability to communicate effectively with team and take instruction from Project Manager, but also act authoritatively on your own
- Honest - willingness to admit when you've made a mistake and take ownership
- Administrative - ability to track budgets, change orders, field reports, weekly progress reports etc.
- Personable - able to build and maintain solid relationships with coworkers and clients
- Communicator - good at proactively with sub-trades and team, strong verbal & written communication skills
- Organizer- meticulous in project organization

### **Specific Duties:**

- Provide the Project Manager and Superintendent support with overall project performance including project start up, budget costs, schedule, project status, and efficient project close out
- Develop and maintain excellent relationship with sub trades and clients
- Manage change order processes, including pricing, negotiating, processing and assessing cost and schedule impact prior to reviewing with the Project Manager
- Assist with project budgeting on CM projects
- Administrating RFI and shop drawing, including updating all logs and control sheets.
- Develop performance status reports for the Project Manager regarding cost forecast, schedule and safety.
- Assist the Project Manager with issuing subcontracts and monitoring their progress



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- Assist the Project Manager with chairing project meetings, and recording minutes
  - Assist the Project Manager with schedule development, and completion
  - Assist the Project Manager with establishing project safety & environment programs and providing proactive leadership
  - Enforce contractual responsibilities with subcontractors
  - Involved in all facets of project closeout, including archiving documents, maintenance/warranty manuals, deficiencies and warranty work
  - Apply for building permits, occupancy permits as required
  - Prepare contracts, request for proof of insurance and retrieve WCB notices, etc.
  - Project Documentation -- using Microsoft software to manage labour, materials, and equipment, cost coding, submittals, schedules, meeting minutes, change orders, etc.
  - Subtrade/Supplier Management -- ability to manage construction subtrades and suppliers, and mitigate issues that may arise in the course of a project
  - Client Interface -- attending meetings with project manager, architects, consultants, and clients to manage project issues and maintain positive working relationships
  - Assist Estimating with pricing, quantities and sub trade interest on upcoming projects
- The above outline of duties is not arranged in order of priority. These duties are not meant to restrict initiative, but rather to describe minimum activities. These duties will from time to time be altered by the Project Manager and or the partners to suit the ongoing needs of company.

#### Requirements:

- Post-secondary, technical education (BCIT) (TRU) or similar in a construction or industry-related program
- 3-5 years construction experience in a similar role
- Proficient in, Microsoft Project, Word and Excel
- Be proficient in the following computer programs: Outlook or similar email system, Maestro database (or similar database system) *Preferred but not required*
- Be proficient in blueprint reading
- Be prompt and pose strong time management/coordination skills
- Be a precise and clear communicator (both verbal and written)

This **permanent, full-time position** requires a motivated individual who demonstrates integrity, honesty, energy and teamwork to be a fit within our culture. A&T offers the opportunity to work on challenging, high profile projects and provides competitive compensation to the qualified candidate including:

- Paid training opportunities
- Volunteer & social activities
- Competitive wage and benefits package

Please **email** all resumes to **Gary Reed** and **Brandon Lolli**. We thank all of those who apply, however only candidates selected for an interview will be contacted. If you have any questions regarding this position, please contact Brandon at 250-572-1739 Gary Reed – [gary@aandt.ca](mailto:gary@aandt.ca) Brandon Lolli – [Brandon@aandt.ca](mailto:Brandon@aandt.ca)