



Project Coordinator

Be Part of a Collaborative Team, Have an Opportunity to Learn and Grow,
Get a Firsthand Look at Exciting Projects, Competitive Salary, and Comprehensive Benefits

MCL is hiring Construction Labourers to join our team. MCL is a general contractor in Winnipeg who completes projects throughout Manitoba and Northwestern Ontario. Our team has a shared passion for being a key contributing member to the future of our communities through the projects that we pursue, with a strong focus on upholding the craftsmanship of the carpentry trade and building trusting relationships with our clients.

The Position

As a Project Coordinator you will join our project management team and be a key individual in the organization and coordination of the successful completion of our construction projects. The responsibilities include:

- Maintain and perform project document control
- Assist with the contract change process
- Attend regular site meetings
- Assist in overall construction planning and coordination
- Monitor and update project schedules
- Organize and maintain file sharing site
- Assist project team with required progress reporting
- Participate in LEAN construction activities including Pull Planning meetings
- Provide other support to the project as required

Qualifications & Skills

- Post secondary diploma or degree in engineering technology, construction management, or equivalent
- Minimum two years' experience in commercial construction industry
- Ability to performing in-depth analysis of construction documents (drawing, specifications, and shop drawings)
- Experience working with Bluebeam, AutoCAD, Microsoft Project
- Exceptional organizational skills
- Attention to detail
- Ability to work in collaborative team environment
- Proven ability to work under pressure and meet strict deadlines

We offer competitive compensation with professional development and a comprehensive group benefit/pension plan.

To apply for this position, please submit your cover letter and resume via email in PDF format to hr@parkwestprojects.ca.