

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

Parkwest Projects Ltd. is looking for a Project Coordinator to join our team and be part of an exciting and growing company. Parkwest is a leading 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 the entire construction team.

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

Parkwest Projects Ltd. is an equal opportunity employer. We are committed to a diverse and inclusive workplace for all. We offer competitive compensation with professional development and a comprehensive group benefit/pension plan.

We invite you to visit our website and LinkedIn page to see how our vision and values align with yours. If this sounds like the perfect role and organization for you, we encourage you to apply. We thank all candidates in advance, however only those selected for an interview will be contacted.

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