

Project Coordinator

Summit Design Build | Winnipeg, MB

Employment Type	Full-Time, Permanent
Location	Winnipeg, MB (Office + Active Construction Sites)
Reports To	President and CEO
Start Date	Target: Fall 2026

ABOUT SUMMIT DESIGN BUILD

Summit Design Build is a construction management firm based in Winnipeg, Manitoba, specializing in multi-unit residential and commercial construction. We are a growing two-partner firm managing a portfolio of projects that spans from residential duplexes and multi-family buildings to commercial fit-ups and institutional work. We're building a team of skilled, motivated people who want to grow with us.

THE ROLE

We're looking for an organized, proactive Project Coordinator to join our team as our first hire. This is a hybrid office and field role — you'll be the connective tissue between the partners, the trades, and the project. You'll track schedules, coordinate subtrades, assist with estimating, and ensure projects run smoothly from mobilization to closeout. If you're someone who likes variety, thrives on keeping things moving, and wants to learn the business side of construction management, this role is built for you.

KEY RESPONSIBILITIES

Project Administration

- Set up and maintain project files, logs, and documentation (RFIs, submittals, change orders, meeting minutes, shop drawing transmittals)
- Track and process progress claims, invoices, and change order requests
- Prepare and distribute site instructions, project correspondence, and status reports to clients and trades
- Maintain project-tracking dashboards and communicate progress updates to partners
- Assist with permit applications, regulatory submissions, and inspection scheduling

Estimating Support

- Assist partners with quantity take-offs and trade pricing for new project bids
- Gather supplier and subtrade pricing; organize and format bid packages under the direction of firm partners
- Maintain a database of trade contacts, unit prices, and historical cost data
- Note: partners lead proforma and project financial modeling; this role supports the estimating process

Field Coordination

- Conduct regular site visits to check on progress, identify issues, and report back to the project team
- Schedule and coordinate subtrade and supplier activities; confirm access, material delivery, and work sequencing
- Support the Foreman with daily site communication and logistics coordination
- Document site conditions, progress photos, and deficiency lists

WHAT WE'RE LOOKING FOR

- 2+ years of experience in a construction coordination, project administration, or site-support role
- Post-secondary education in Construction Management, Civil Technology, or a related field (not required with equivalent experience)
- Familiarity with construction documentation: RFIs, submittals, change orders, and site instructions
- Proficiency in Microsoft Office (Word, Excel, Outlook); experience with project management software is an asset
- Comfortable working on active construction sites — a valid Driver's Licence is required
- Strong organizational skills and ability to manage multiple tasks simultaneously
- Clear, professional written and verbal communication
- Self-starter who takes ownership without needing to be asked twice
- Genuine interest in growing into a senior project management role over time

WHAT WE OFFER

- Competitive base salary depending on experience
- Full-time, permanent employment with a growing firm
- Direct mentorship from the firm's partners — you'll learn how the whole business works
- Exposure to a wide range of project types: multi-family residential, commercial fit-ups, and institutional work
- A small, close-knit team where your work is visible and your contributions are recognized
- Clear career path toward a senior coordination or project management role as the firm scales

HOW TO APPLY

Send your resume and a brief cover letter to info@summitdb.ca. We review applications on a rolling basis and reach out to candidates we'd like to meet. We appreciate all applicants — only those selected for an interview will be contacted.

Summit Design Build is committed to building a diverse and inclusive team. We welcome applications from all qualified candidates.