



Your Integrated Solution

Experience. Equipment. Materials.

Come join our young and dynamic team

Position: Construction Project Coordinator

This position is responsible for providing strong operational support to the Project Manager and construction crews.

Job Duties

- Prepare purchase orders and assist with procurement of materials ensuring timely delivery and accuracy.
- Communicate with suppliers for product price, availability, delivery schedules, and conformance to drawings and specification requirements.
- Coordinate all deliveries of materials to site.
- Preparation of shop drawings, as built drawings, warranty documents, etc.
- Follow up with trades/consultants to facilitate the review and distribution of shop drawings.
- Preparation and submittal of project close-out documents.
- Conduct site visits as required.
- Assist at some levels of project estimating
- May also be assigned other work as required.

Requirement

- Ability to read specifications, plans, and field drawings.
- A solid understanding of all construction trades and construction techniques.
- Strong working knowledge of computer software (e.g. Excel, Word, Adobe, etc.) and email.
- Have a valid driver's license.
- Have good oral and written communication expertise which is complimented with a keen eye for detail.
- Excellent time management and project management skills.
- Bilingual is an asset.

Position: Permanent Full-time

Salary: Competitive salary with benefits

Closing Date: May 24, 2019

Please submit your resume

By email : seb@lachanceconstruction.ca

Mail: Human Ressources, Lachance Construction, 154 ch. Clear Lake N, Kapuskasing, ON, P5N 2X7

Questions : 705.347.2239 or email : seb@lachanceconstruction.ca

NOTE: Only selected candidates will be contacted for the interview process