



Wescan Construction Services
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Job Description

Project Coordinator

Position Overview

The project coordinator position is an entry level position with the potential to expand your career with Wescan. As this role is dynamic and evolves with every project that we take on, we are seeking a highly motivated candidate who will continue to grow and excel at Wescan. Ongoing professional development is encouraged and supported, including attaining professional designations such as an engineering designation (P. Eng.) or certification in construction management.

Responsibilities

- Work with Project Manager to develop, drive, and implement project goals
- Manage communications and deliverables from all stakeholders for project
- Track project accomplishments
- Establish partnerships cross-functionally as necessary to ensure project success
- Issue and track RFIs; maintain RFI log of responses and statuses
- Issue and track PCNs, SIs, CDs, and unofficial changes; maintain change log of responses and statuses
- Receive, track and/or produce deficiency lists
- Attend meetings about room reviews and track changes to room review status
- Distribute project schedules and track responses, including commissioning
- Track material returns and maintain the log
- Process flow of shop drawings and maintain logs
- Assist Project Manager and site Superintendent in all functions of project coordination, including but not limited to the following activities:
 - Plan, schedule, organize, direct, control and evaluate construction projects from start to finish according to schedule, specifications and budget
 - Handle project administration, including cost control, schedule control and change order administration
 - Plan and prepare construction schedules and milestones, and monitor progress against established schedules
 - Develop and implement quality control programs
 - Prepare progress reports and issue progress schedules to clients



Qualifications

- High level of organizational skills
- Proficient knowledge of document control procedures, including online document control systems
- Effective verbal, written, and interpersonal communication skills
- Ability to succeed under strict timelines
- Great attention to detail and the ability to creatively solve problems
- Basic understanding of construction sequences an asset
- Ability to be flexible and work in a fast-paced environment
- Intermediate working knowledge of Microsoft Office (Word, Excel, Outlook) and BlueBeam / Adobe Acrobat
- Ability to establish strong working relationships with sub-trades, suppliers, and GCs
- Ability to manage difficult personalities
- Post-secondary degree or diploma in engineering, construction management, or related discipline, e.g., CET
- Experience with Procore an asset
- A combination of education and experience will be considered

NOTE: The Job Description is not all-inclusive. Employee may perform other related duties as negotiated and assigned to meet the ongoing needs of the organization.
