**PROJECT COORDINATOR**

**FULL-TIME**

**HOURS:   8:00AM to 5:00PM**

**JOB DESCRIPTION:**

# The project coordinator develops plans to meet customer requirements and estimates the cost of materials and labour. They develop plans and specifications for home and / or commercial construction projects and compile a list of materials from the blueprints. They may take part in sales calls, and regularly estimate the cost and quantity of materials and labour necessary for specific projects. The project coordinator must perform all assigned tasks with sufficient speed and accuracy to support store efficiency and a high level of customer service.

# DUTIES / RESPONSIBILITIES:

* Develop plans and specifications for consumer and commercial customers or contractors.
* Up-sell features and benefits to customers.
* Try to accommodate the contractors’ prescribed consumer budget.
* Estimate both the material and labour requirements for projects.
* Manage the Home Installs program.
* Supply customers with accurate estimates on a timely basis.
* Accompany outside salespeople on customer calls upon request.
* Assist clerks at the service counter when required.
* Participate in meetings, training sessions, conferences, etc., when appropriate.
* Suggest changes in rules, policies and / or procedures when you believe such changes would improve efficiency, profits, sales, overall operations.
* Work on special projects when they are assigned by your supervisor after determining a mutually agreeable degree of priority in the context of your other responsibilities.
* Work in a safe manner in accordance with provincial and federal safety legislation. Report any potential hazards and unsafe behavior to management in order to have the situation corrected.

# QUALIFICATIONS:

* Education equivalent or experience in construction technology.
* Knowledge in estimating is an asset
* Ability to work co-operatively in a team atmosphere.
* Excellent communication skills.
* Must be able to read, comprehend, and interpret information relative to the position presented in written and printed form, as well as pertinent data stated in numerical and / or statistical form to prepare designs and estimates promptly and accurately.
* Must be able to operate equipment necessary to this position, including a computer, drafting software, fax machine, telephone, etc.
* Excellent mathematical skills.

# WORKING RELATIONSHIPS:

* Reports directly to the LBM Manager

**INTERESTED APPLICANTS, PLEASE SUBMIT YOUR RESUME TO:**

**Dave Sawatzky**

**Dave.sawatzky@homehardware.ca**

**Phone**: 780-674-4710

**Barrhead Home Hardware Building Centre**

**6001 49 St**

**Barrhead AB**

**Deadline: 15 Feb 2025**