



Construction Project Coordinator

Job Category:

Administration and Management

Type:

Part-Time/Full Time

Location:

4987 Portage Ave, Headingley, MB R4H 1C7

Description:

Matix Lumber Inc. is a family and locally owned and operated professional building supply centre that provides for all your building needs. We are a building supply and project centre providing project providing contractors and do-it yourself builders with the tools, materials, design, and construction services to support projects of any scale.

Matix Lumber services all sectors of the building industry and offer a comprehensive selection of quality lumber and building materials manufactured by North America's leading producers. We provide contractors, avid builders DIYers, and community leaders the tools, construction service, and design expertise to support residential and commercial projects – from start to finish.

We believe in building collaborative, mutually beneficial relationships with everyone we work with and have been able to achieve this through our industry experience, sound project execution, and visionary thinking.

Matix Lumber Inc. is looking for a full-time Project Coordinator to join our growing team. We are looking for a self-starting, outgoing, and dynamic professional who has extensive knowledge of the building industry to provide high level customer service to our clients.

The Project Coordinator is the primary point person responsible to assist the Project Manager(s) with planning, executing, and delivering projects on time, within budget and according to specifications.

Consider applying for this incredible opportunity!



The Project Coordinator will:

- Assists with preparation and execution of overall work plan and schedule.
- Organizes and maintains project site files and documents.
- Manages electronic document database and/or file sharing site.
- Maintains accurate documents for the project.
- Reviews subcontractor/supplier progress applications and payment certificates.
- Liaises with architects, consulting engineers, subcontractors and suppliers regarding contract and change notices, design revisions, RFIs, RFQ, etc.
- Prepares/participates in meetings with project team, architects, consultants, and subcontractors.
- Prepares and distributes accurate and detailed meeting minutes in a timely manner.
- Assists with providing final document turnover to client at completion of project
- Coordinate deficiencies in a timely manner.
- Maintains project awareness to keep Project Manager and others informed about status and potential project issues.
- Provide other technical office support as required by project team.
- Other duties as assigned.

The Project Coordinator will have:

- 3-5 years of experience in project coordination, preferably construction.
- Engineering or Engineering Tech (CET) experience would be considered an asset.
- Ability to read and interpret building specifications, blueprints and as-buils.
- Mathematical skills and analytical skills necessary to interpret job cost reports and to complete material and labour estimates.
- Strong working knowledge of MS Office (Excel, Word, etc.).
- Effective communications skills (oral, written, listening).



- The ability to determine the correct tools and equipment required for each job/project.
- Strong client service and public interaction skills.
- The ability to work in a team environment with a minimum of supervision.
- Collaborative in dealing with customers and fellow employees.
- A customer focused mentality - responds promptly to customer needs and will establish and maintain effective relationships with customers.
- The ability to be receptive to change - can adapt to changing circumstances.
- The ability to focus in an open office environment and pay attention to detail.
- The ability to provide excellent internal customer service to other departments in the Company, and being able to follow up on requests, either in person or remotely when required.
- Extensive knowledge in the building industry with ambition for continuous learning.

Our employees enjoy a full range of health benefits and other Company perks including benefits, store discount, tuition reimbursement, and much more.

If you are interested in this exciting opportunity with Matix Lumber, apply today with your resume and cover letter including salary expectations to hrcareers@matixlumber.com.

Matix Lumber is an equal opportunity employer and is committed to fostering a diverse workforce that is equitable and inclusive for all. Matix Lumber provides equal employment opportunity to all employees and applicants without regard to an individual's protected status under the Human Rights Code including but not limited to race/ethnicity, persons with disabilities, members of visible minorities, religion, creed, sex or gender, sexual orientation, gender identity or expression, family or marital status, pregnancy/childbirth or related conditions, national origin, military or veteran status, or any other protected status. Accommodations are available upon request throughout all aspects of the selection process. Candidates requiring accommodations may contact hrcareers@matixlumber.com.

We thank all candidates for their interest, only those selected for an interview will be contacted.