



## Project Coordinator - Job Description

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### Title

Project Coordinator

### Reports To

Project Manager/Construction Manager

### Project Coordinator

Ampere requires an energetic, motivated and career-minded Project Coordinator responsible for coordinating the execution of all construction activities that take place on the work site, ensuring consistently high standards of workmanship and efficiency all under Project Manager's mentorship.

### Job Duties

- Supervise and Coordinate the Shop Drawing Process.
- Prepare site documentation:
- Perform routine visits to site to monitor the following items minimum once a week:
- Review with Foreman manpower requirements and inform PM should a change be needed
- Work with Administrator & Foreman to ensure that deliveries are expedited and coordinated
- Coordinate work of sub-trades
- Coordinate changes to the contract including communication with foreman and ensure documentation updates
- Review with Foreman to ensure Line Material deliveries are operating smoothly.
- Attend site meetings the PM is unable to be present for and take down necessary information.
- Coordinate and ensure submittal of project closeout documentation



## Requirements

- High School Diploma, Post Secondary Preferred
- Strong communication and problem solving skills
- Ability to work independently in a busy environment.
- Strong working knowledge of Microsoft computer software (e.g. Excel, Word, etc.) and email.
- Basic Electrical Construction knowledge an asset.

## Work Conditions

- Physical ability to lift up to 50lb.
- Travel to the site, and off-site locations will be required.
- Follow Ampere Limited Health and Safety Policy

Qualified applicants should submit resume to: [careers@ampere.ca](mailto:careers@ampere.ca)