



575 Industrial Drive, Milton ON L9T 5E1 | careers@lean-cs.com
www.leanconstructionservices.com

Job title	Project Coordinator
Reports to	Project Manager

Company Overview

As one of Canada's leading ICI (Industrial, Commercial, and Institutional) construction companies servicing the GTA and surrounding areas, we strive to be a different kind of construction company by looking to pull together management philosophies from various industries. We specialize in project management and execution for: General Contracting, Construction Management, and Design-Build projects as well as perform our own work inhouse for Civil/Architectural and Steel Fabrication/Millwrighting. Our years of experience enable us to plan and schedule construction work around our clients ongoing operations and execute projects with speed and efficiency while respecting safety standards, cost, schedules, and quality control.

We are excited to be a change leader by doing our part to help change the construction industry by modernizing the work force through technology and enhancing the overall value proposition to clients through lean principles: maximizing customer value, eliminating waste, continuous improvement, collaboration, and most importantly – respect for others.

Duties and Responsibilities

Project Coordinators are typically recent graduates or entry level employees who have the necessary education and possess technical skills to help in the management of construction projects. They hold primary responsibilities for coordinating and providing reports pertaining to health and safety, quality control, planning and scheduling, and sometimes estimating. This role involves client interaction and coordination with subtrades as well as LCS onsite tradespersons. As with all projects associated with LCS safety is the top priority. Project Coordinators are key personnel in ensuring workplace safety and coordinating proper documentation on site. As the Project Coordinator your primary function will be to assist and learn from the Project Managers. You will be an expert in managing project workflows through Procore including uploading and maintain drawing revisions, shop drawings, RFI's, Submittals, Subcontracts, Health & Safety, quality control, cost tracking, and project reporting. In addition to managing Procore you may also be responsible for collecting and documenting onsite quality controls.

- Help plan, organize, direct, control, and evaluate projects from start to finish on-site according to drawings, specifications, schedule, and budget provided by the Project Manager
- Ensure project documentation is maintained in regulatory compliances with OHSA and LCS project documentation standards
- Once project is awarded: create the project in Procore including uploading drawings and specifications, uploading project contacts to Procore directory, upload project cost budget,

create client contract and Schedule of Values, create and track all subcontracts including financials and health and safety documentation

- Coordinating and scheduling the daily activities of construction trades people as directed by Site Supervisor
- Ordering material and supplies and coding invoices in relation to the project and codes booklet in accordance with accounting policies and procedures
- Managing subcontracts and subcontractor documentation
- Provide regular project costing reports and keep track of project related invoicing
- Additional administrative tasks from the job site as requested by Project Managers
- When necessary, escalate on-site problems to appropriate office personnel

Working Conditions

The Project Coordinator position is based out of our Milton office or specific jobs sites in the GTA as needed. LCS is an equal opportunity employer. We focus on the right people working for us at LCS, people who are willing to work hard and embody our values as an organization:

- #1 Be Better Than Yesterday
- #2 - GSD - Get Stuff Done!
- #3 - Respect for Others
- #4 - Enjoy Life

Qualifications

- Education related to construction required (either College diploma or University degree)
- Experience with project management preferred.
- Experience managing external resources.
- Experience with Procore technology, Office 365 preferred
- Ability to work independently with minimal supervision.
- Ability to read and interpret construction drawings and specifications
- Previous General Contractor experience, a plus
- Core Competencies:
 - Creative
 - Excellent Written communication
 - Oral communication
 - Project management
 - Problem solving
 - Follow up
 - Dependability

Approved by:	
Date approved:	