



Innovative Company Seeks High-Performing Project Coordinator

Hiring Company: ClearBlue Technologies Group

Job Brief:

We are currently seeking a Project Coordinator to join our Team. If you match the description below, we want to meet you!

You are... An experienced Project Coordinator with relevant industry experience.

Who is... An outgoing, positive, congenial, open-minded, dedicated, passionate, well-spoken, and solution-oriented self-starter.

With a strong ability to... Connect with others on a human level, close the deal, and cultivate strong long-term relationships.

Who understands that... The delivery of business outcomes is realized through the success of projects.

What Success Looks Like in This Role:

Reporting to the Construction Manager the Project Coordinator will be responsible for accurately tracking the cost of labour, equipment, subcontractors and materials for the installation or relocation of underground utilities within multi-faceted infrastructure projects. Also, coordinating related contract administration, procurement and invoicing functions for awarded projects. As the Project Coordinator, you will work to ensure that all operations are completed in accordance with customer and industry specifications, per project schedule.

You will coordinate construction (field) efforts with the Construction Manager for project completion by predetermined deadlines, including site access scheduling. You will requisition materials needed for the construction operations of multiple projects. You will act to resolve complaints with property owners in areas where company personnel are working (in field). Complete and maintain accurate 'As Built Maps' for areas built to submit to Supervisor. Perform site (Project) visits to gather information on project/work status, material use/ordering, progress on project, etc. Ultimately, the Project Coordinator's duties are to ensure that all projects are completed on time, within budget and meet high quality standards.

Perks

Virtual/remote environment: You have the freedom to work from wherever you want. The only requirements we have are that you have access to internet, a cell phone, and a laptop.

Competitive Compensation: Pay will be discussed in depth at the interview. Compensation is industry competitive.



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RRSP Contribution Match: RRSP is a personal savings plan that lets you save for your retirement on a tax-sheltered basis. Includes employer match of up to 3%.

Fitness Membership: At CBTG we believe and promote a healthy lifestyle, if you already have a gym membership we'll take over the monthly payment and if you would like to join, just let us know.

Healthy upside: Quarterly bonuses based on targets achieved.

Paid Training: We also provide the appropriate level of job training for the position and are here to help you and see you succeed!

Responsibilities:

- Contacts everyone involved in a project and apprises them of meeting times and locations.
- Secures meeting rooms and emails participants about meeting agendas.
- Takes notes in meetings, helps project managers assign tasks to all participants and updates the status of completed tasks in project logs.
- Orders and distributes supplies and training materials.
- Queries databases and collects data.
- Organizes and maintains files and types reports and presentation decks.
- Provides Manager of Operations with data and project analysis.
- Supports project Foremen in management of projects and crews.
- Tracks productivity, costs and progress on projects.
- Performs quantity take-off from construction drawings.
- Monitors and provides job cost reports to management on active projects.
- Coordinates the preparation and submission of shop submittals and as-built drawings.
- Provides data and input for month-end reconciliations.
- Communicates with customer technical support departments.
- Provides technical support to field staff.
- Maintains files and correspondence on active and completed projects.
- Performs other duties and responsibilities as required.
- Sourcing subtrades.
- Create/Maintain contractor database - elevating and ranking of sub-contractor performance ratings.

Requirements:

- Experience: 1-3 years of office experience
- Minimum 3 years of relevant experience, preferably in Engineering or Construction fields
- Experience with, and working knowledge of, the fundamentals of Project Management
- Experience in project administration and/or document control in a design or professional services environment
- Familiarity with handling drawings and technical documents
- Proficient in MS Office Programs including Word, Excel, PowerPoint, Outlook, Visio and Project.
- Ability to think creatively, work independently and deliver high quality work with minimal supervision and with aggressive timelines.



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- Integrity, professionalism, and excellent written and verbal communication skills are required to handle both internal and external communications with tact and diplomacy.
- Exceptional interpersonal skills. Team player with a positive, flexible attitude with the ability to generate a spirit of cooperation while coordinating diverse activities and groups.
- Self-starter with strong organizational skills and the ability to take initiative and ask questions.
- Strong analytical and quantitative skills.
- Adaptable to flexible work schedule when required to meet deadlines.
- Valid driver's license and access to reliable transportation.
- Willing to travel for specific project assignments is a strong asset.

IF this is you, Apply Now:

You are truly passionate about learning and growing in your role, and don't know how to settle or live in a 'status quo' world. You're ready to really take ownership over your segment of business, collaborate with our team, and wake up each day ready to tackle the world.

Our Culture:

We are a fast-growing, energetic collaborative team of critical thinkers, self-starters and doers, with a high level of passion and pride in our work. We truly love working together and take pride in the fun, supportive, and enthusiastic culture we have built. We are a highly flexible and supportive team that communicates. We are also a collaborative group that continually works to improve our processes and business practices.

Our Core Values:

- ✓ Accountability
- ✓ Collaboration
- ✓ Innovation
- ✓ Communication

To apply, please send your application, with your name and favorite food in the subject line, to: acanez@clearbluetechgroup.com

To learn more about our company visit us here: <https://clearbluetechgroup.com>