

LONGBOARD CONSTRUCTION INC. JOB OPPORTUNITY

Job Title: PROJECT COORDINATOR

Location: Airdrie, AB.

Longboard Construction Inc. is a general contracting firm providing professional construction and management services for new commercial buildings, tenant improvements and renovation projects across western Canada. We are currently looking for a contract-based project coordinator. This position may involve travel.

Reports to: Partners of Longboard Construction Inc.

Works Directly with: Clients, Subtrades, and Fellow Employees of Longboard Construction Inc.

Role Summary: To Plan, Organize, Assist and Coordinate aspects of construction projects in such a way to meet company objectives of cost, quality, safety, and time.

Duties and Responsibilities:

1. Planning

- Participates in the pre-job planning process.
- Contributes to planning and use of company resources (equipment and materials).
- Coordinates and Plans with the Project Manager primarily and the Client when appropriate.

2. Organizing

- Oversees the organization of the field.
- Sees that administrative tasks of jobs are completed on time.
- Sees that the field is well organized and well equipped.
- Helps with Client and sub-trade demands, such as access, cleanliness, and/or storage space...

3. Directing

- Identifies issues and problems with project progression and handles resolves them or notifies the Project Manager.
- Assists in troubleshooting difficult construction problems.
- Works directly with sub-trades to answer questions and guide on process and scheduling.

4. Coordinating

- Assists Project Manager to ensure construction cost targets are met.
- Helps establish strategies and action plans to perform within the budget.

- Knowledgeable of the terms and conditions of each construction project contract and ensure work is aligned with such contracts.
- Coordinates project work schedules and makes sure that they are updated and report to Project Managers.

Minimum Requirements:

- Strong communication skills (oral, written and presentation)
- Strong organizational, analytical and problem solving abilities
- Experience in the commercial construction industry an asset
- Strong computer skills and knowledge with Microsoft Office, and the Mac operating system
- Must be able to read and understand construction drawings
- Post-secondary education in engineering or a related field

If this opportunity is of interest to you, please respond by sending your resume via email to careers@lbconstruction.ca.