

CONSTRUCTION PROJECT COORDINATOR w/ TRACTUS PROJECTS

Join Tractus Projects, where we're not just builders, we're creators of exceptional experiences. We specialize in designing and constructing innovative office, restaurant, retail, and institutional projects that go beyond the ordinary. We work closely with our clients, turning their visions into sound business strategies and profitable work environments. If you're ready to unleash your creativity and be part of a team that builds better experiences, this is the opportunity for you!

As the Construction Project Coordinator, you'll be the reliable, motivated, and friendly individual who keeps our fast-paced office running smoothly. You'll support project managers and team members to help them complete project tasks and foster cross-team collaboration. Your excellent communication skills will allow you to connect with trades, customers, and team members, ensuring seamless coordination throughout projects. You'll monitor project progress and create comprehensive reports, manage essential project management documents, and handle administrative tasks and scheduling. Safety is a top priority at Tractus, and you'll play a crucial role in developing safe work procedures and supporting risk management strategies.

To thrive in this role, you'll bring:

- A bachelor's degree in business administration, construction management, or demonstrated equivalent work experience, preferably in construction.
- Technological proficiency, especially in the Microsoft Office environment and smartphone usage, is essential.
- Familiarity with QuickBooks software is a plus.
- At Tractus Projects, we encourage out-of-the-box thinking while maintaining a commitment to delivering exceptional results.

We offer a competitive salary, benefits, and tuition reimbursement. If you're ready to color outside the lines while staying on the page, seize this fantastic career opportunity.

Candidates must be legally eligible to work in Canada. We thank all who have applied, however only qualified candidates will be contacted.

Learn more, please visit www.tractusprojects.com and become part of a team that turns dreams into reality.

Job Type: Full-time

Salary: \$45,000.00-\$59,000.00 per year

Benefits: Automobile allowance, Company events, Dental care, Employee assistance program, Extended health care, On-site parking, Paid time off, Tuition reimbursement, Wellness program

Flexible Language Requirement: French not required

Schedule: 8 hour shift, Overtime

Supplemental pay types: Bonus pay

Experience: Project Coordinator: 5 years (preferred)

Work Location: In person

Application deadline: 2024-03-22