

Project Coordinator

Winnipeg, MB

Flynn Group Of Companies – Project Management & Coordination / Office Full-Time / On-Site

Project Coordinator

Architectural Operations

Flynn Canada Ltd.

Winnipeg, MB

“Fast paced, excitement of pursuit, rewarding, being part of amazing projects, visiting worksites, overall culture, endless opportunities, having the feeling of some autonomy”

This is what our **Project Coordinator** coast to coast, love most about working as an **Project Coordinator** at Flynn!

Here at Flynn, we are a family. We offer employment that is exciting, challenging and provide talented people with great opportunities. As the leading trade contractor in North America, our winning success is having the right people on our team.

A Day in the Life

- Work closely with Project Team coordinating project schedules, materials, and equipment.
- Organize and coordinate submittals
- Reviewing and monitoring schedules and document control
- Reviewing all contracts and accepted quotations

- Writing up Purchase Orders
- Preparing material order sheets, reviewing quantity take offs.
- Assisting Production with preparing prices for extras or credits
- Promotion of our health and safety policies

What We Are Seeking

- 2-3 years' experience in Construction or Engineering & Technologies program or a related educational field
- Proficiency in Bluebeam and MS office package, including Microsoft Project for planning, scheduling, and controlling projects
- Knowledge and proficiency in building envelope construction, specially glazing and cladding would be considered an asset
- Highly motivated with strong organizational, analytical, problem solving and decision-making abilities
- Strong collaborative and communication skills
- Ability to multi-task and work in a team environment
- Strong blueprint reading skills

What We Offer

- Competitive wages and benefits
- RRSP Matching
- Great environment where our motto is "Flynn Family Winning Together!"
- On-going career development programs through our in-house Flynn University and eLearning courses

Flynn's strong culture focuses the energies of employees on doing the right thing, for the benefit of the company, its customers, and themselves. The result has been 40+ years of success, and the next 40 looking even brighter.

"The Flynn Way" is the way we do things at Flynn. It is not any one single thing, but rather a collection of behaviors and actions that are influenced by our collective values and beliefs. Values such as safety, honesty, integrity, and doing what we say are deeply ingrained in Flynn's culture.

#LI-IC1

We may use artificial intelligence (AI) tools to support parts of the hiring process, such as reviewing applications, analyzing resumes, or assessing responses. These tools assist our recruitment team but do not replace human judgment. Final hiring decisions are ultimately made by humans. If you would like more information about how your data is processed, please contact us.

Jobs powered by  **LEVER**