



Project Coordinator

POSITION TYPE	LOCATION	CLOSING DATE
Full-Time	Winnipeg, Manitoba	Open

About Bockstael

Bockstael Construction Limited is one of Manitoba's leading General Contractors, Construction Managers and Design Builders specializing in Institutional, Commercial, and Industrial projects. Committed to employee development and promotion, Bockstael has been building its success on the strength of its people for over 114 years.

About the Opportunity

The Project Coordinator plays an important role in supporting the successful delivery of construction projects. Working closely with the project team, this position assists with project coordination, documentation, scheduling, procurement, and cost controls to help keep projects on track. The Project Coordinator is accountable for providing day-to-day support to the project team, maintaining accurate project records, and ensuring project information is communicated effectively. This role takes direction from and collaborates closely with Project Managers and Site Superintendents to support overall project success.

This includes, but is not limited to:

- Maintaining the Bockstael Brand with all clients, employees, trade partners and supply chain partners.
- Champion and provide support that promotes a safe work culture.
- Keep project documents up to date for on-site action (drawings and specs) ensuring they are the latest version.
- Record field change on As-Builts, which includes site directions, notices and extra work.
- Write and compile various site reports for PM review including Daily Field Reports and update Workforce reporting requirements.
- Set up and maintain site project filing system; coordinate and track all applicable clearance forms for the jobsite (PRA's, Equity etc.).

- Monitor the Quality Plan and conducting site quality reviews, update schedule weekly with PM and Superintendent.
- Coordinate and assist with information distribution to subcontractor, own forces, and consultants.
- Perform daily safety inspections with Superintendent and ensure HIT forms are filled out by all trades.
- Ability to work in the city of Winnipeg, with flexibility travel within Manitoba may be required.

Preference will be given to candidates with the following qualifications:

- Graduate of engineering, technology, or related diploma or degree program.
- 2-3 years of experience in the construction or engineering industry along with self-directed continued education.
- Knowledge of all aspects of construction; lean, quality, earned value, technology, equipment, materials, negotiation, estimating, scheduling, safety, design and management.
- Intermediate knowledge of Word and Excel; knowledge of Procore, MS Project and Adobe/Bluebeam an asset.
- Self-starter, and possess a strong work ethic with a self-imposed desire to exceed everyday expectations
- Superior communication and interpersonal skills.

APPLY NOW

https://bockstael.com/bockstael_careers/project-coordinator/

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