



Building Quality and Trust Since 1976

Location: Calgary, Alberta

Job Title: **Project Coordinator**

About The Company

Since 1976 Lear Construction Management Ltd has provided a range of services across Western Canada. Our dedicated employees combined with local project expertise and long term relationships are the foundation of our success. We provide hands on consultative cost effective solutions amid Institutional, Commercial, Industrial, Multi-Family & Mixed Use Developments. Lear provides Construction Management, Design-Bid-Build, Pre-Construction and General Contracting services.

As a medium-sized company, Lear Construction Management Ltd is able to focus our resources on client requirements to a greater degree than our larger competitors. We provide our clients with the assurance that we are truly invested in their project and will provide the professional consideration the project deserves. We offer our clients lean project teams and competitive fee schedules to ensure the financial success of their projects.

About The Role

This is a full time staff opportunity based out of our Calgary office. As the **Project Coordinator** you will provide vital support on construction projects across Western Canada. Reporting to the Project Manager you will work closely with the Lear project team, clients, consultants, sub trades and suppliers.

Responsibilities:

- Communicate with the Client, Consultants, Sub Contractors and suppliers
- Support the project team with administrative and coordination duties
- Maintain and update the project schedule
- Attend and maintain minutes for regular project meetings
- Maintain tracking logs for RFIs, changes, and submittals
- Maintain and complete quality control reviews, issue punch lists to appropriate parties
- Material management and tracking
- Maintenance of budgets and invoicing

Qualifications:

- Degree, diploma or related qualification in Engineering or Construction Management

Requirements:

- Must have legal work status in Canada
- Computer software skills across Microsoft packages, previous use of Project Management software an asset
- Canadian driver's license
- Able to carry out short term business travel, (Western Canada only)
- Outstanding oral and written communication skills

Please send applications directly via email to: Jason.elvy@learconstruction.com

Lear Construction Management Ltd.

4200 - 10th Street NE • Calgary, AB T2E 6K3 • t: 403.250.3818 • f: 403.291.0590

www.learconstruction.com