

## **PROJECT COORDINATOR**

**FairTradeWorks** is a construction service for residential and commercial clients who are building new structures or renovating. Our portfolio is vast and ranges from the smallest bathroom renovation projects to heritage A restorations, to brand new luxury homes. Our goal is to make building and renovating enjoyable as well as successful and we need team members who want to assist in our long-term goal of being our client's construction brand for life.

We don't like to say we just 'work' at **FairTradeWorks**, it's much more than that. Here at **FairTradeWorks** we are disruptors in the industry, we don't just get through our workdays by being ordinary. We challenge our team to be the best at what they do. We invite only people who love to be the best they can be, who want to engage others and think out of the box.

A **FairTradeWorks** Project Coordinator is responsible for organizational and financial control of the corporate construction projects the company. The job requires that you assist team members in organizing multiple projects using the appropriate IT tools to maintain documentation and reporting standards for the company.

### **Responsibilities and Duties:**

- Communicate effectively with the President, Construction Operation Supervisor, Advisors, Estimators, Controllers, your Client Care Advisor Team, and the Team of Contractors and Trades on each site, informing and updating them regularly to guarantee customer objectives are met
- Comply with all WorkSafe requirements, work rules and regulations
- Compile and maintain all required paperwork, electronic records and documents
- Follow systems and procedures outlined in company directives
- Participate as a key team player by supporting operations as needed
- Schedule appropriate team members with client projects
- Manage materials and transportation logistics
- Work closely with construction Advisors to maintain onsite progress
- Communicate effectively with crews to ensure all questions are answered, mistakes are minimalized, and progress is consistent

### **Other Responsibilities Include:**

- Assist in the organization of multiple projects using the appropriate tools
- Create pre-construction documentation for all functions and notification to field
- Maintains up to date records of field completion for all functions
- Maintains project documentation on changes to project scope
- Completes and coordinates project closure documentation
- Assist in tracking functional progress in Project Builder to satisfy internal and external reporting
- Collect and distribute project performance information to team as required
- Data gathering and reporting of department metrics
- Protect organization's value by keeping information confidential
- Perform other duties as requested, directed or assigned

- Enhancing Organization reputation by accepting ownership for accomplishing requests and exploring opportunities to add value to job accomplishment
- Adhere to and promote the environmental, health & safety policies of **FairTradeWorks**

#### **Requirements and Qualifications**

- Excellent command of the English language in both written and oral forms
- Must have a valid B.C. Driver License
- Excellent interpersonal skills
- Must be computer literate and current on new technology.
- Proficient in MS Office, specifically Excel and Word
- Must be hardworking and a problem solver
- Exceptional phone and customer service skills
- Positive and upbeat attitude
- Must have the ability to direct others
- Detail oriented- accuracy is required
- Independent - ability to work well under limited supervision
- Analytical - capable of complex reasoning and analysis
- Results focused - driven to achieve
- Interpersonal skills - able to collaborate on projects, maintain effective relationships, and communicate clearly at all levels of the business
- Must have vast working knowledge of the building industry with a minimum of 5 years of experience or equal to

#### **EDUCATION and/or EXPERIENCE**

Extensive project coordination experience, able to multi task, minimum of 2 years of experiencing, quick decision-making and excellent written and verbal skills

#### **OTHER SKILLS AND ABILITIES**

Integrity and high commitment are essential in this position. As is being open minded, client service oriented, strong business sense. Must be proficient in Microsoft Office applications, with superior organizational skills.

#### **LANGUAGE SKILLS**

Ability to read and comprehend advanced communications as well as short yet professional and concise correspondence. Ability to effectively present information one-on-one and in small group situations to clients and other.

#### **MATHEMATICAL SKILLS**

Ability to understand simple accounting, report compilation and billing procedures.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit for extended periods. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

### **POSITION COMPETENCIES**

- Creativity/Analytical Skills
- Enthusiasm/Ambitious
- Analytical Skills
- Flexibility/Adaptability
- Problem Solving/ Sound reasoning skills
- Team Skills
- Organizing/Planning Ability
- Business acumen
- Team Player and Strong Leader
- Passion for Construction
- Excellent communicator & Honest and straight forward
- Quick thinker/Fast mover
- Extremely hard working and self-driven

### **WORKING CONDITIONS**

- Appearance must always represent the company image
- Work area may have fluorescent lighting and air conditioning
- Moderate to loud noise level
- Fast-paced environment: subject to numerous schedule and priority changes and short notice activity
- Follow specific corporate policies, procedures, rules and regulations without question
- Educate on and enforce **FairTradeWorks** brand expectations daily
- Find a positive, swift and cost-effective solution to all problematic situations and daily hurdles.

### **Relationship:**

**Reports to:** Construction Operations Supervisor, President

**Additional Duties:** *This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.*