



7 Forsyth Street,
Marmora, ON, K0K 2M0
1-855-860-7366
www.FairTradeWorks.biz

Multi Family Project Coordinator Job Description

FairTradeWorks Ontario is a Multi Family Developer and a Construction Project Management Service for residential and commercial clients who are building new structures or renovating. 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 Ontario** Multi Family Project Coordinator is responsible for the organization and financial control of the corporate construction projects in Ontario. 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 Project Manager, Site Superintendent, Team of Sub -Contractors and Vendors informing and updating them regularly to guarantee client objectives are met
- Comply with all OHSA requirements, work rules and regulations
- Compile and maintain all required paperwork, electronic records and documents
- Follow systems and procedures outlined in company directives
- Support Operations and Management as needed
- Manage the procurement and coordination for any required material and equipment
- Work closely with the Construction Advisors to keep projects on schedule and on budget
- Communicate effectively with trades and vendors to ensure all questions are answered, problems are solved
- Create pre-construction documentation
- Maintain up to date records of field completion
- Maintain project documentation for all changes to the project scope
- Complete and coordinate project closure documents
- Provide project performance reports and status information to the team as required
- Gather and report department metrics
- Adhere to and promote **FairTradeWorks** Environmental and Health & Safety policies
- Educate and enforce **FairTradeWorks** brand expectations daily
- Find a cost-effective solution to all construction related problems

Requirements and Qualifications

- Must be computer literate and current on new technology
- Proficient in MS Office, specifically Excel, Word and Project
- Exceptional phone and customer service skills



- Appearance must always represent the corporate brand

EDUCATION and/or EXPERIENCE

A post-secondary diploma is an asset, as is experience in a fast-paced environment with multiple competing deadlines and quick decision-making. A minimum of 3 years in a Project Coordinator role and 2 years of experience on a commercial construction site is required.

OTHER SKILLS AND ABILITIES

Being open minded, client service oriented and having a strong business sense is essential in this position.

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 others. Must be able to read and interpret construction drawings.

MATHEMATICAL SKILLS

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

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions or make appropriate job decisions following standard office policies and past precedents. Think through the consequences of a decision prior to making it.

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 and work in various environmental conditions. Specific vision abilities required by this job include close vision.

PRE-EMPLOYMENT REQUIREMENTS

- Candidates selected for interview must be able to pass a simple pre-employment excel test
- Candidates selected for hire must be able to pass a pre-employment police background check
- Must have current and valid Ontario driver's license with clean driving record

POSITION COMPETENCIES

- Problem Solving/ Sound Reasoning Skills
- Planning Ability/ Analytical Skills
- Enthusiasm/Ambition
- Flexibility/Adaptability



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- Team Skills/ Passion for Construction
- Detail oriented
- Strong Leader
- Excellent Communicator
- Quick Thinker/Fast mover
- Results focused

WORKING CONDITIONS

- 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

Relationship: Reports to: 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.*

Acknowledgement:

*I have received a copy of my job description and I understand the requirements of a **FairTradeWorks Ontario Project Coordinator**.*

Employee's signature

Date
