

## Project Coordinator

A&T is currently seeking a **Project Coordinator** who is highly accountable, energized and motivated. Working collaboratively as part of our project team, your role will be to provide project coordination, administrative, and operational support to our Project Managers on projects located in Kamloops and the surrounding area.

### About Us

We are a general contractor and developer based out of Kamloops, BC specializing in commercial, residential and development projects. Established in 1992, we celebrate over three decades of exceeding client expectations through the creative use of space, quality craftsmanship and attention to detail. Led by strong business ethics and community-minded values, we have a reputation for our high standards in the commercial and residential building industry.

### Why work for A&T

A&T offers the opportunity to work on challenging, high-profile projects and provides competitive compensation and numerous benefits to the qualified candidate, including:

- **Award Winning Developments:** Work on projects and developments of the highest caliber.
- **Competitive Salary**
- **Growth & Opportunity:** Opportunity and encouragement of growth within the company.
- **Work Life Balance:** Value and understanding of the need for balance between work and personal life.
- **Learning & Development:** Professional development and course offerings to enhance employee skills and knowledge.
- **Wellness & Connection:** Staff events to keep the team connected and engaged. Work culture inspires healthy living and lifestyle.
- **We Give Back:** High level of community involvement including work and volunteer opportunities.

- **Paid Vacation & Sick Time:** This position includes five paid sick days per year, as well as paid vacation time.
- **Benefits & Health Insurance:** Optional health benefits package is offered to this position after successful completion of probationary period.

### Key Roles and Responsibilities

The primary duty of the Project Coordinator is to support the Project Manager in the planning, coordination, administration, and successful delivery of construction projects, ensuring work is completed safely, efficiently, on schedule, and within budget.

#### Key responsibilities include:

- Communicate relevant project information accurately and effectively to the project team.
- Perform general administrative and record-keeping functions, including the review, distribution, and maintenance of project documentation, correspondence, meeting minutes, field review reports, project files, logs, drawings, specifications, submittals, and RFIs.
- Manage and track RFIs, transmittals, shop drawings, site instructions, contemplated change notices, and change orders.
- Assist with procurement activities and the delivery of project materials and equipment.
- Work closely with the Project Manager to maintain project billing, scope, material requirements, and overall project objectives.
- Support subcontractor management, including the review and processing of invoices and progress claims.
- Assist in managing the change order process by obtaining pricing from vendors and subcontractors and compiling documentation for review and approval by the Project Management team.
- Prepare project closeout documentation, including warranties, operations and maintenance manuals, equipment startup records, and other required turnover documents.

#### Specific duties:

- Support all phases of project delivery, including project startup, budgeting, scheduling, cost control, progress monitoring, and project closeout.

- Coordinate and administer project documentation, including RFIs, shop drawings, submittals, change orders, permits, meeting minutes, project logs, and compliance records.
- Manage and monitor subcontractor and supplier performance, including contract administration, progress tracking, invoice review, procurement support, and issue resolution.
- Assist with project financial management, including budgeting, cost forecasting, progress claims, change order pricing, and schedule impact analysis.
- Participate in project meetings and maintain effective communication with clients, consultants, architects, subcontractors, suppliers, and regulatory authorities.
- Support the implementation and enforcement of project safety, environmental, quality, and contractual requirements.
- Assist with project turnover and closeout activities, including warranties, operation and maintenance manuals, deficiency management, occupancy requirements, and document archiving.
- Provide support to estimating and pre-construction activities, including pricing, quantity take-offs, and subcontractor engagement for future projects.

The above outline of duties is not arranged in order of priority. These duties are not meant to restrict initiative, but rather to describe minimum activities. These duties will from time to time be altered by the Project Manager and/or the partners to suit the ongoing needs of company.

## Qualifications and Experience

### Required

- 2-5 years construction experience
- Proficiency in Microsoft Project, Word, Excel, and Outlook
- Experience in blueprint and spec reading
- Strong time management/coordination skills
- Strong communication skills, both verbal and written
- Collaborative team player with a positive attitude and a commitment to achieving project objectives.

### Preferred

- Post-secondary education in construction management, construction technology, engineering technology, or a related construction field is considered an asset.
- Experience with construction accounting software

- Experience with construction management software
- Knowledge of construction industry practices, procedures, and project delivery methods.
- High level of integrity, professionalism, and discretion when handling confidential information.
- Strong interpersonal and communication skills, with the ability to build effective relationships with clients, consultants, subcontractors, suppliers, and team members.
- Self-motivated and accountable, with the ability to work independently, take initiative, and drive projects forward.
- Strong organizational, administrative, and time management skills, with the ability to manage multiple priorities and deadlines.
- Detail-oriented and proactive, with a demonstrated ability to maintain accurate project documentation and support project controls.

This **permanent, full-time position** requires a motivated individual who demonstrates integrity, honesty, energy and teamwork to be a fit within our culture.

**Salary range:** \$65,000 - \$80,000 Based on qualifications and bonus.

Please email all resumes to [brandon@aandt.ca](mailto:brandon@aandt.ca) and [gary@aandt.ca](mailto:gary@aandt.ca). We thank all those who apply; however, only candidates selected for an interview will be contacted.