

**Procon Constructors Inc.**, founded in 1995, has become a leading organization in the multi-trade contracting industry, providing professional Electrical, Mechanical, SCADA, Instrumentation installation and maintenance service to the Industrial, Commercial and Institutional (ICI) sectors.

At **Procon**, we pride ourselves in employing outstanding individuals who provide professional, efficient, innovative, and exemplary service to our customers. While our skilled teams remain focused on strategic planning and the precise execution of each project, our 25 years of expertise, experience, project execution and delivery in the areas of estimating, project management and design build solutions has earned us the excellent reputation we enjoy in providing quality construction services and professional-grade results.

We are currently looking to add the following dedicated, professional and hardworking individual to our project management team located at our Welland office. A company vehicle will be provided for travel to sites.

## ***Project Coordinator***

Based out of our Head Office and reporting to the respective Division Managers, the successful candidate will be responsible for performing a variety of project related duties from inception to close-out as listed below:

- Assist in the development of cost estimates..
- Review project drawings.
- Create, track and maintain construction schedules and milestones to monitor completion/progress.
- Participate in all pre-construction activities, including pre-bid and on-site meetings.
- Issue subcontracts and major purchase orders and monitor their progress in relation to their schedule.
- Assist with the completion of cost forecast, cash flow, and preparation monthly progress billings.
- Assist with processing all change orders, including negotiating and assessing cost and schedule impact.
- Assist with project close-out, including archiving of documents, creation of maintenance and warranty manuals, deficiencies and warranty work.
- Coordinate on-site material rental/purchases for field workers.
- Continuously monitor, enforce and ensure compliance with Company Safety Policies and Procedures.

### **Qualifications:**

- Experience and/or knowledge in the construction industry. Specific knowledge of mechanical or electrical construction preferred.
- Demonstrated ability to successfully manage and execute construction projects.
- Efficient computer skills with Microsoft Office with emphasis on Excel and Microsoft Project.
- Experience in procurement processes is desirable.

### **Required Skills:**

- Excellent organizational, managerial and planning skills.
- Ability to continuously demonstrate professional communication and interpersonal skills.
- Ability to deal effectively and tactfully with a wide variety of individuals in person, via telephone and in writing.
- Ability to work independently and resolve practical problems, keeping all appropriate parties aware of issues or risks.
- Ability to read and understand project plans and specifications.
- Understand basic behavior based safety programs and enforce company's safety policies.

### **Personal Attributes;**

- Self-starter with positive attitude and initiative.
- Outstanding time management skills.
- Exceptional attention to detail while multi-tasking.
- Ability to work well under pressure and meet deadlines.
- Proven team player.
- Valid drivers licence

**Education:**

- Education to include knowledge acquired from working through the trade, construction related degree or a Technical College Diploma.

**Why Procon?**

- Competitive salary
- Company contribution to RRSP
- Extended health and dental benefits
- Paid vacation time

To apply for this position, please email your cover letter and resume to;

[careers@procon.ca](mailto:careers@procon.ca)

Please place job title "Project Coordinator" in the subject line.

*Procon Constructors Inc. welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest in this position, however only candidates selected for a screening interview will be contacted.*