



### **Orillia Office – Project Coordinator**

We are seeking an organized problem solver to work closely with the Project Manager and Site Superintendent to minimize their need to do task work. You have a C.E.T. designation or related post-secondary education with 1-3 years of Canadian construction experience in the coordination of ICI projects. Entry level candidates will be considered. University level math and strong critical thinking skills are an asset.

You will have the ability to read, analyze, and interpret documents, drawings and technical procedures. You will be required to work both in the office and on the jobsite. Your previous jobsite work experience will prepare you for the challenges of this position.

Other responsibilities essential to this position include:

- Assisting the Project Manager with processing change notices, quotations and change orders.
- Coordinating and tracking the status of all RFIs and site instructions.
- Updating project schedules.
- Reading drawings and performing quantity take-offs.
- Scheduling and coordinating subtrades.
- Communication with Architects, Engineers and Subcontractors.
- Processing shop drawings and coordinating close-out documents.
- Ordering construction material and equipment.
- Jobsite task assignments.

*Email resumes to [careers@monteithbuild.com](mailto:careers@monteithbuild.com) or  
through our website [www.monteithbuild.com](http://www.monteithbuild.com).*