

**Position**

Coordinator (2 years min exp)

Salary

\$40,000 - \$60,000 yearly

Job type: Full-time

Company description

Velocity Mechanical Inc is a multi-trade contractor specializing in the Plumbing & HVAC fields. We are a well established highly reputable company that provides professional services primarily in the industrial, commercial and institutional sectors (ICI Sector) of construction.

Position Summary

As a Coordinator you will be responsible for administrative team coordination with Project Managers, Jobsite personnel and estimating.

Responsibilities

- Facilitate information to Velocity teams, Clients, Vendors and Sub-Contractors in a timely manner.
- Ensure all information communications and site documentation are kept current and organized.
- File electronic documents in a timely, accurate and consistent manner.
- Maintain EPM software accuracy.
- Prepare and issue purchase orders and sub-contracts to suppliers.
- Expedite shop drawing packages for approvals/submission.
- Analyze and maintain accurate project data.
- Coordinate deliveries with suppliers, customers and our team.
- Work as a team player to assist team to collectively and successfully succeed.
- Assist Managers with administrative functions and processes.
- Complete closeout documentation for submission to Owners/Consultants.
- Perform other duties as assigned by Management.

Qualifications and Skillsets

- Punctual and Professional
- Construction trades admin experience or equivalent education is mandatory.
- Strong understanding of construction documentation and processes.
- Proficiency in Microsoft Office Suite.
- EPM software experience.
- Experience reviewing technical documents/drawings.
- Strong time management and multitasking ability.
- Ability to work effectively in a multidisciplinary team.



- Excellent oral and written English communication skills.

What We Offer

- A modern attractive work environment.
- Competitive Compensation.
- Steady income.
- Fixed work schedule.
- Expansive benefits program.
- A company RRSP program with a matching component.
- Opportunity for growth and advancement within the organization.

This is an amazing opportunity for a positively minded professional who is passionate about project management coordination and team collaboration.