



Newton Group Ltd.
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PROJECT COORDINATOR

Where innovation, technology and integrity come together.

Our purpose at Newton Group is to excel in delivering; economical, high quality, low carbon, low energy and low maintenance building systems and structures in the ICI building industry. We strive to make and improve better products and develop our people to work together with various skills. We believe that a truly inspiring and diverse place to work is a must. We want you to join our team of passionate self-starters who believe the world is full of untapped opportunities. We continue to expand and have an exciting opportunity for a Project Coordinator.

The Project Coordinator will be responsible for being the contact between the build team, project manager, and clients. Expected to prepare reports, bids, and takeoffs for various projects. Responsible for negotiating with a variety of contractors, sub contractors and partners fitting the budget and scheduling requirements.

Requirements:

- Understand and perform document control functions in accordance with policies and procedures, including tracking and creating RFIs, transmitting and tracking of submittals, compose agreements, and maintain project expediting list.
- Attend project co-ordination and owner/contractor/architect/engineer meetings as requested or required.
- Responsible for continuously expanding and updating professional knowledge and honing training skills in order to enhance individual and team innovation and productivity.
- Prepare drawings and sketches to support construction work as required.
- Present oneself as a candidate for promotion by learning and understanding construction methods and developing good construction management skills.
- Perform additional assignments and responsibilities as assumed or requested by supervision.

Skills, Knowledge, Qualifications & Experience:

- Post-secondary education or equivalent combinations of technical training plus a minimum of two years commercial construction experience
- Proficiency in reading drawings – structural, architectural, civil
- Proficiency in AutoCAD (2D and 3D Drafting), Microsoft Suite including Excel, Project, Bluebeam, Word, PowerPoint and Outlook.
- Knowledge of Procore and Sage Timberline an asset, without – ultimate fast track learning is required
- Proficiency in design calculations
- Experience working with Revit and Solid Works an asset

- Ability to assume responsibility and to interface and communicate effectively with others
- Effective oral and written communication skills and ability to represent the company and project team in a professional manner to the owner, architect, related project staff and the community
- Working knowledge of construction equipment and techniques, drawings and specifications, building materials, and required standards applicable to discipline
- Valid driver's license required

Newton Group encourages people to enjoy work and working with others, to be creative and effective in teams, to be reliable for other team members and to develop efficient work habits to serve customers well and deliver best value excellent buildings and structures.

Newton Group is an Equal Opportunity Employer and welcomes all applicants who consider themselves qualified.

Please note that only candidates being invited to interview will be contacted, no agencies and no telephone calls please. For other career postings, please visit www.kiwinewton.com/careers

Job Types: Full-time, Permanent

All applications may be submitted in confidence by emailing hr@kiwinewton.com