



Location: Windsor Junction, NOVA SCOTIA

Position: Project Coordinator

Status: Full-time

Marid Industries Ltd. is currently seeking an individual who is skilled at planning, has an eye for details, and who thrives in a fast-paced construction environment. Could this be you?

Marid, is a 100 percent privately owned steel construction company with operations in Windsor Junction, NS and Mount Pearl, NL. Marid is well on its way to fulfilling a vision to be the preferred company for structural and architectural metal fabrication and services, in Canada, the U.S and abroad.

The Project Coordinator will provide support to Project Managers in the planning, administration, communication, management and execution company projects. The challenge of this position is to ensure the timely and efficient completion of projects in a fast pace work environment. This position works Monday to Friday, 8am to 5pm and under the indirect supervision of the Chief Operating Officer. Overtime does not regularly occur but when required it is a condition of continued employment. This is a salaried position.

Major areas of responsibilities include:

1. Support and ensure compliance with the company's "safety first" edict; participate in safety indicatives; document and maintain safety outcomes.
2. Establish project and task timelines with schedules to assess project scope of work; coordinate all shop work with specified job requirements and with the Project Manager ensuring successful and timely project completion.
3. Assist in estimating and changes to contracts, site instructions, contemplated change orders, vouchers, etc.; receive, prepare and distribute site drawings; monitor subcontractor work, ensure compliance to standards, safety and quality programs, policies/procedures; ordering of materials based on demand and/or schedules and visit job sites, collecting information as needed.
4. Attend kickoff and production meetings, document discussions and take meeting notes; keep up with current project and task requirements; assist with all sub-contractor related documentation such as ensuring requirements are completed upon hiring; review and update job estimates, prepare job work authorizations and review time sheets ensuring completeness for jobs.
5. Address inquiries and questions from managers, clients, co-workers, and others; keep site planning tools current; issue purchase orders, prepare reports, memos and documents.
6. Adhere to quality assurance and LEAN programs as well as initiatives for the ongoing prevention and elimination of accidents and incidents in the workplace ensuring.

The ideal candidate will have/be:

1. Diploma in Construction Management or Degree in Engineering.
2. MS Office; driver's license; PMP designation would be an asset but is not required.
3. Superior (verbal and written) communication and presentation abilities; demonstrated ability to work independently and under pressure; solid time management and prioritizing abilities; demonstrated problem solving and logical thinking skills; great math and analytical thinking abilities; solid attention to detail and organization skills; great active listening and customer service abilities.

4. Computer proficiency; working knowledge of general office and financial accounting procedures; familiarity with contract administration and estimation, and experience with the structural steel industry would be an asset.
5. 1 year experience in a project coordinator position or 3 years in a general office administration role specifically involving financial and accounting procedures in a manufacturing environment.

The incumbent is occasionally required to lift up to 50lb unassisted as well as reach, kneel, climb stairs, stoop, crouch, push, pull, and complete repetitive movements. The incumbent is required to sit for up to 3 hours at a time and use intense visual concentration. This incumbent is occasionally required to visit construction sites, work outdoors, and may be exposed to inclement weather conditions. This position is exposed to mild to moderate machinery noise (consistent with a steel manufacturing environment) throughout the day.

Qualified candidates should forward their resume and cover letter to the attention of Greg Schofield, COO at tanya@hr-pros.ca no later than **Monday, November 16, 2020**. Only candidates chosen for an interview will be contacted.

Any interested applicant's resumes can be forwarded to **Tanya of HR-Pros**. tanya@hr-pros.ca