



PINNACLE CONSTRUCTION LIMITED

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Position Available: Site Coordinator in Training - Construction

Pinnacle Construction is an established builder of multi-residential and single-family homes in the Halifax Regional Municipality. With over 20 years of experience we have constructed houses, condominiums and apartments providing homes to many HRM residents.

The Site Coordinator in Training position will offer an entry level opportunity to learn the role and duties of the position from an experienced Construction Site Manager. The ideal candidate has some construction experience, administration experience and interest in working in the industry. The place of work will be a construction site requiring the candidate to work outdoor at times in all weather conditions, have the physical ability to move around a work site, climb ladders, stairs, wear protective clothing and foot ware and adhere to established safety protocols.

Role of the position:

- Coordinate, maintain and distribute current records of engineering and architectural drawings, change order notices and daily site reports
- Assist in maintaining a secure job site to ensure the requirements of the company and Occupational Health and Safety are met.
- Support overall coordination of site operations by assisting with numerous clerical duties including journal entries, collection of time sheets and office maintenance.
- Maintain and manage accurate and comprehensive file and purchase order system in accordance with accounts payable procedures.
- Schedule and facilitate all site deliveries including generation of purchase orders and verification of content upon receipt.
- Organize, schedule and take site meeting minutes with stakeholders.
- Responsible for coordination and completion of deficiencies and resolutions with trades.
- Monitor and track site equipment including rentals and tool procurement.

Expected start date is December 7, 2020. Salary is for a training position and commensurate with experience.

Please send resumes to info@pinnacleconstruction.ca

Open to applicants who are eligible for the START program. Applicants must be currently residing in Nova Scotia and are legally eligible to work in Canada.