



May 2, 2024

Dolyn Construction Ltd. is a well-established, mid-sized General Contractor, Construction Manager and Design Builder and we are seeking to fill a **Project Coordinator** position available immediately.

Responsibilities

- Contract Preparation and Management
- Document Coordination and Management
- Change Order Control and Management
- Negotiation with Trades
- Evaluation of Quotations and Fee Proposals
- Preparation of Documents for Pricing
- Participation in Estimating Exercises
- Finishes co-ordination
- Attend Sites and Aid with Document Transfer to Site Personnel
- Participate In Presentations
- Project Scheduling and Updating
- Preparation of Cost Reports

Qualifications

- Post Secondary Education in Project Management, Architecture, Engineering, Business
- WHIMIS, Working at Heights, Fall Protection, First Aid
- Bilingual (Asset)
- Ability to read and fully comprehend Construction Documents

Experience

- 5+ Years In ICI Construction Management
- Projects Ranging from \$300,000 to \$25,000,000 locally
- Project Management Software (Preferably Pro-Core), Microsoft Office, Outlook, Microsoft Projects

Please send your resume to benita@dolyn.com. We thank you for your interest in our company. Only suitable candidates will be contacted for an interview.

