



**Graebeck Construction Ltd** a leader in the construction industry in Ottawa. We are currently looking for an individual to join our Dynamic Team of highly experienced, honest professionals as **PROJECT COORDINATOR**.

#### **ABOUT GRAEBECK**

We are a leader in commercial general contracting, estimating lump sum tenders, construction management and preconstruction budgeting. We specialize in hospitals, government & institutional buildings, schools, universities, historic restorations. New construction and renovation.

#### **Graebeck Mission Statement**

“Your industry leader providing construction solutions while building a legacy of excellence”

#### **Graebeck Core Values**

Trust, Integrity, Fun, Balance, Communication, Teamwork, Success, Growth, Education

#### **If You're the individual we are looking for, you will be**

Someone who loves to be part of a team, self motivated, attentive to details, orderly and efficient, successful, enjoy working under pressure, highly skilled communicator, strong organization skills, experience in Autodesk and Microsoft Project, have construction background and experience.

#### **The Mission of this role will be**

- Assist in project planning, coordination and scheduling
- Documentation Management – including contracts, RFI's, changes, permits
- Support with project procurement
- Meeting Coordination- organizing and facilitating meetings, documenting decisions, following up on action items
- Compliance and Quality – ensuring compliance with safety regulations and quality standards
- Assist in Budget Management
- Administrative support – Provide administrative support to the project team.

You will also be working with the dedicated team at Graebeck Construction on productivity and innovations to improve the company's efficiency to continue to make it the number one construction company to work with.

Compensation will be determined based on experience, will include vacation, benefits, pension, education, and profit sharing.

Reply to [careers@graebeck.com](mailto:careers@graebeck.com)