



Job Title: Project Administration Officer

Location: Ottawa, Ontario –In Person

Employment Type: Full-time, Permanent (30 hours per week)

Salary: \$56,160 to \$60,000 based on experience.

Language Requirement: Bilingual – English & French is required

Company Overview:

Brawn Construction Ltd. is a commercial general contractor specializing in institutional and commercial building projects across the Ottawa region. We are committed to maintaining safe, compliant, and efficient job sites while delivering high-quality results for our clients.

Job Description:

We are seeking a skilled Project Coordinator with experience in construction administration and a strong understanding of digital project management and compliance systems. The successful candidate will support project managers, estimators, and site supervisors in ensuring projects run efficiently, on time, and within budget.

Main Duties and Responsibilities:

- Provide administrative support to project managers, estimators, and site supervisors.
- Manage and update project information using Procore and other project management tools.
- Maintain and track employee health and safety certifications, training records, and compliance documentation.
- Organize and maintain digital and hard-copy project files, including RFIs, submittals, change orders, and meeting minutes.
- Coordinate with subcontractors and suppliers to ensure timely submission of required documentation.
- Support project reporting and assist in maintaining accurate asset and equipment management records.
- Assist with internal audits, COR certification documentation, and other compliance reporting.
- Review project specifications, drawings, and documentation to support estimating and project execution.
- Assist with financial tracking, including invoice reconciliation, receivables, and budget support.
- Perform general administrative duties including correspondence, scheduling, and procurement support.



900 Lady Ellen Place, Ottawa, Ontario, K1Z 5L5

**Required Qualifications / Education / Experience:**

- Minimum 5 years of administrative experience within construction or a related industry.
- Proficiency with Procore and familiarity with online asset and document management systems.
- Knowledge of health and safety training, certification compliance tracking, and related recordkeeping.
- Experience in financial tracking, vendor management, and supporting budgeting processes is an asset.
- Strong organizational skills, attention to detail, and ability to multitask in a fast-paced environment.
- Excellent communication and teamwork abilities.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint).
- Post-secondary education in Business Administration, Construction Management, or related field is considered an asset.

Preferred Skills:

- Prior experience coordinating construction projects or supporting project managers.
- Ability to work independently while maintaining effective collaboration with team members.

Benefits:

- Dental care
- Extended health care
- On-site parking
- Vision care

How to Apply:

Interested candidates should submit their resume and cover letter to: ayazlb@brawnconstruction.ca

Brawn Construction Ltd
900 Lady Ellen Place
Ottawa, Ontario
K1Z 5L5
www.brawnconstruction.ca
613-722-4696

Applicants without a cover letter won't be considered.

NOC 13100



900 Lady Ellen Place, Ottawa, Ontario, K1Z 5L5