

Project Coordinator Halifax, NS

Discover

The Opportunity

Halifax, NS

Engineering

Experienced

Full-time

\$60,000 - \$80,000 / year

Benefits:

Health Insurance

Dental Insurance

Paid Time Off

Pension plan

Life Insurance

Employee Assistance Program

Apply Link: https://jobs.careerbeacon.com/details/project-coordinator/2237576?utm_source=Marid+Industries+Ltd.&utm_medium=widget&utm_campaign=refer&utm_content=2237576&utm_term=jobtitle

Wellness Programs

The Project Coordinator will support Marid's Infrastructure Group covering bridge rehabilitation, structural steel and infrastructure projects throughout Atlantic Canada. In this role the incumbent will be responsible for supporting the Infrastructure Project Management Team in the planning, administration, communication and technical management of the projects. Coordinating the timely and efficient completion of projects in a fast-paced work environment. The Project Coordinator will also support the estimating process for new project opportunities.

What you'll do

Responsibilities

Project Coordination & Execution

- Support project planning, scheduling, procurement, document control and project administration activities to facilitate successful project execution.
- Coordinate shop, site, subcontractor and supplier activities in accordance with project requirements, schedules and company procedures.
- Maintain project documentation including drawings, specifications, RFIs, submittals, reports, meeting minutes and project records.
- Assist with material procurement, purchase orders, work authorizations and tracking of project commitments.
- Conduct site visits to collect measurements, photographs, field information and progress updates required to support project execution.
- Monitor project progress and maintain project schedules, manpower plans, time reporting and project tracking tools.
- Assist with quality control, safety and contract compliance activities and ensure required documentation is completed and maintained.
- Assist with cost control management by compiling & comparing financial data from accounting software, with actual data from the production and construction teams to

allow PMs and senior management to evaluate the projects overall performance and completeness.

- Support the Senior Infrastructure Project Manager in the administration of contracts, change orders, site instructions, vouchers and project reporting.
- With a high safety awareness, proactively contribute to the ongoing prevention and elimination of accidents and incidents in the workplace while supporting Marid's safety, quality and continuous improvement initiatives.
- Assist with quantity takeoffs for tenders, solicitation of supplier and subcontractor quotations, and compilation of estimating information.
- Monitor public procurement websites and maintain opportunity tracking logs for bridge, structural steel and infrastructure projects.
- Maintain historical cost information, estimating databases, supplier pricing records and project performance data to support future estimates and continuous improvement.
- Independently prepare defined portions of project estimates, including quantity takeoffs, quotation solicitation, pricing compilation, estimate documentation and estimate review support, under the direction of the Senior Infrastructure Project Manager.

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Working Conditions:

- This role is required to regularly visit construction sites, work outdoors and may be exposed to inclement weather conditions.
- Occasional travel throughout Atlantic Canada may be required.
- This role is expected to work at heights when visiting bridge sites.

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What you'll need

Qualifications

Education:

- Diploma in Construction Management, or Engineering Diploma/Degree from a recognized educational institution, or an equivalent combination of education and experience.

Experience:

- 1+ year of experience in project coordinator or construction coordinator role.
- 5 Years of relevant experience will be considered in lieu of the required education.
- Experience with financial and accounting procedures is considered an asset.
- Experience working in the Manufacturing/Construction industry is an asset.

Skills:

- Strong organizational, time management, attentional to detail and prioritizing abilities.
- Excellent communication and presentation abilities (verbal & written).
- Demonstrated ability to work independently and under pressure.
- Demonstrated problem solving and logical thinking skills; strong math and analytical thinking abilities.
- Superior active listening and customer service experience.
- Working knowledge of MS Office programs (excel, outlook, word, teams).
- Working knowledge of general office and financial accounting procedures is considered an asset.
- Familiarity with contract administration and the structural steel industry would be considered an asset.

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A little bit about us

Marid Industries Ltd.

Marid Industries is a privately owned custom manufacturing business based in Windsor Junction, just outside of Metro Halifax. Marid is a full-service contractor unlike many companies in the structural steel business. Marid is a fabricator as well as a construction company with ample engineering capabilities.

Flexibility is a key Marid quality. No matter what the finished product-a simple utilitarian warehouses, a modern school, or a complex finished public space - the required skill sets are available with the Marid Industries organization.

We are committed to supporting and challenging our employees to be the most capable, competent and well trained in the industry. www.marid.ca

Are you interested?

Work With Us

- Stable, full-time hours
- Opportunity to work closely with operations, production, and project teams
- Role with real impact on efficiency, safety, and customer satisfaction
- Supportive team environment focused on continuous improvement
- 100% employer-paid health and dental benefits
- On-site parking
- Great team culture
- Employee & Family Assistance Program (EFAP)
- Pension plan available
- Paid time off