

Carriage Gate Inc. / Legacy Constructions is a visionary company specializing in the construction of modern condominiums, high-quality homes, mixed-use commercial developments and urban high-rise communities for more than 30 years.

With several exciting projects in Hamilton and Burlington, we are looking for a diligent individual for the position of Project Coordinator.

**Job Title:** PROJECT COORDINATOR  
**Location:** Burlington / Hamilton

**Job Type:** Full Time  
**Start Date:** Q3 2022

### Responsibilities and Duties

- Assist the Project Manager with major construction projects, including liaison with architects, consultants and trades
- Assist with maintenance of project files and preparation of reports
- Utilize existing project management system to complete project administration
- Update project schedules as directed by Project Manager and Superintendent
- Log, review and process shop drawings
- Log, process and issue all site instructions, change notices and RFI's
- Assist the Project Manager in providing monthly status reports regarding cost forecast, schedule and cash flows
- Primary responsibility is in all facets of project administration, archiving of documents, maintenance and warranty manuals, deficiencies, warranty work and coordinating the return of all As-built drawings from trades
- Research and resolve drawing interpretation problems, conflicts, interferences and errors
- Present design discrepancies to design consultants for resolution, prepare documentation, field design change requests as required
- Coordinate and designate work contractors and attend site meetings
- Track & log concrete, rebar, soil remediation and finishes
- Log and distribute meeting minutes, as required
- Liaise with building authorities and regulatory agencies
- Perform additional assignments per supervisor's direction
- Participate in tender closings
- Adhere to Legacy Constructor's site policy, procedures manuals and document management processes
- Be an ambassador of the company both internally and externally

### Qualifications

- Education level – Post Secondary education is an asset
- Experience – at least 3+ years' experience as a Project Coordinator on full cycle construction projects
- Specific skills – strong computer skills with experience in Microsoft Office & Project Management Software
- Personal characteristics – detail oriented with excellent communication, interpersonal and scheduling skills, and the ability to solve problems quickly

If you are interested in joining our growing, fast-paced construction management team, please send your resume to [careers@carriagegate.ca](mailto:careers@carriagegate.ca)