

Projet Coordinator - Construction

Location: Montréal – Sud-Ouest (Nordelec), QC

Employment Type : Full-Time

Start Date: Immediate

About Construction Praxis

At Construction Praxis, we act as a trusted general contractor, overseeing large-scale residential projects from design to delivery. We manage every step of the process with precision and rigor to ensure flawless execution and long-lasting value.

Our team of passionate professionals stands out for its ability to take on complex challenges and turn ambitious visions into concrete achievements.

Position Summary

As a Project Coordinator – Construction, you will be responsible for supporting the overall management of projects, from design to completion. Reporting to the Lead Coordinator, you will work closely with project managers and directors, finance, suppliers, subcontractors, and stakeholders to ensure project success.

Main Responsibilities

- Assist the Project Director and Site Superintendent in the overall coordination of the project, including cost tracking, scheduling, and management of material and labor resources on site.
- Participate in the tendering and contract award process, and follow up with subcontractors.
- Manage the submission process, requests for information, and shop drawings.
- Support subcontractor management, including RFIs, shop drawings, change management, invoicing, and workforce planning.
- Ensure updates and follow-ups for shop drawings, specifications, and technical documentation.
- Contribute to change management processes, including pricing, processing, and evaluating impacts on costs and timelines.
- Assist with project close-out, including documentation archiving.
- Actively participate in resolving on-site and administrative issues.
- Provide proactive leadership regarding safety and quality programs.

Qualifications

- Proven experience in construction project coordination or management.
- Excellent organizational and time management skills.
- Degree in Civil Engineering, Architecture, or a related field (an asset).
- Ability to work effectively in a team and communicate clearly.
- In-depth knowledge of construction industry regulations and standards.
- Proficiency with project management and design software (AutoCAD, MS Office Suite, MS Project, Vision, ACC, etc.).
- Strong problem-solving and decision-making skills.
- Autonomy, rigor, and strong organizational abilities.

Conditions and Benefits

- Competitive salary based on experience
- Dynamic and collaborative work environment
- Growing company with a high project volume
- Cell phone allowance