

Project Coordinator

This role is the linchpin of our construction sites, ensuring that all aspects of the project align perfectly. They handle the administrative backbone, facilitating communication between stakeholders and managing resources to keep the project on track. Their role is crucial in liaising with contractors and project owners, establishing project plans, and overseeing the allocation of materials and labor. Essentially, they keep the gears of the project moving smoothly, coordinating tasks and milestones to meet deadlines and budget constraints.

Responsibilities:

- Prepare and Update project budgets, resources, and equipment;
- Review and provide advice regarding design, specification and code requirements for the construction team;
- Ensure project communications are in line with company and client expectations and key performance indicators, including but not limited to: Health and safety, Quality reporting, Progress reporting, Change management, Project Costing, Project closeout, Daily Reporting;
- Liaising with clients to identify and define project requirements, scope, and objectives;
- Ongoing monitoring, document control and processing of project documents;
- Support head office with proposal writing and estimating;
- Perform take-offs from design drawings and documents;
- Support and manage job planning and sequencing per project scope;
- Being a key contributor to the development of Threosix's safe work culture by taking part and leading such discussions.

Requirements:

- Bachelor of Engineering or Technology Degree;
- Knowledge in construction best practice and methodology;
- Minimum 2 years project related experience;
- Ability to maintain a consistent professional manner and positive attitude;
- Excellent communications skills, both written and verbal;
- Ability to work in a team environment and independently.