



KEITH PLUMBING & HEATING CO. LTD

#1 – 40 GOSTICK PLACE, NORTH VANCOUVER, BC. V7M 3G3

MECHANICAL GENERAL CONTRACTORS

“Since 1911”

Keith Plumbing and Heating, a company of Modern Niagara Group, is an industry leader in Mechanical, Plumbing and Building Services. Striving to be the contractor for life of all building systems. At KPH we value teamwork, initiative, determination, professionalism, and passion. Working here you will find a creative team focused on delivering high quality customer satisfaction, and employees who thrive from working in a fast paced, collaborative and innovative environment.

We are seeking a **Project Coordinator** to join our team in **North Vancouver**.

This position will provide administrative support to the Project Team in their management of commercial projects from the planning stage, through to executive and completion.

OVERVIEW OF RESPONSIBILITIES:

- Provide related administrative support to Project Managers, Project Teams, and Site Superintendent.
- Aid Project Managers in the organization and distribution of project related documents and drawings from manufacturers, suppliers and subcontractors.
- Data system entries such as set up of purchase orders for subcontractors, suppliers and manufacturers, entry of change orders and distribution of change notices, monthly updates for WIP forecast sheets, updating construction schedule.
- Prepare pre-qualification packages for the division
- Create, log and track all project Foreman Boxes
- Prepare project start-up binders
- Scan and file all site paperwork
- Participate in operational meetings such as project delivery meetings, staff meetings, reviews.
- Perform other related duties and required.

• **QUALIFICATIONS AND EXPERIENCE:**

- Post-secondary education in a related field
- 3-5 years of project coordination experience would be ideal
- Previous experience working in the construction industry, particularly field work would be a strong asset
- Demonstrated competency with Microsoft Office including: Outlook, Word, Excel and PowerPoint
- Experience with project or construction management software is an asset
- Attention to detail with strong reading as well as writing skills
- Effective communicator with the ability to develop and sustain productive working relationships with employees, subcontractors and other stakeholders at all levels
- Sense of urgency and drive to succeed. Must be comfortable working within a deadline driven fast paced environment



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- Resourceful, problem-solver that is energetic and able to manage multiple priorities
- Strong team player
- Live the **Modern Niagara Core Values** - Teamwork, Initiative, Dedication, Professionalism, Passion.

Please submit your resume today to:

<https://modernniagaraepic.bamboohr.com/jobs/view.php?id=112>

We thank all applicants for their interest, however, only those selected for an interview will be contacted.