
Job Description

Summary:

We are seeking an Intern/Project Coordinator to join our team. The successful candidate will be able to read construction drawings and will be organized, attentive to details, solutions oriented, and driven to satisfy client and project needs. As a Project Coordinator, you will manage schedule and focus on supporting the project team as an integral point of contact. We are looking for a self-motivated individual with a proactive attitude.

Company Profile:

For over 60 years, Duron has been highly committed to our clients, suppliers and employees. We have become industry leaders in building rehabilitation, concrete finishing, waterproofing, and mastic. We work closely with the leading industrial suppliers to develop products and sound solutions, and to ensure the best result on each project.

Why Duron?

- Strong reputation across the entire construction sector
- A competitive base salary
- Dynamic work culture
- Exciting growth opportunities

Responsibilities:

- Read construction drawings and specifications in order to accurately review, plan, prepare, and update budgets and work schedules
- Establish and maintain excellent relationships with clients, subcontractors, suppliers, and consultants
- Review shop drawings and other submittals and follow up with subcontractors and consultants
- Maintain drawings, specifications, cost estimates, subcontractor quotes, meeting minutes, reports etc. and ensure latest versions are readily available and distributed
- Create RFI's, purchase orders, change notice quotes and project closeout documents
- Manage project change orders; from pricing to processing & planning the workflow, and assessing cost and schedule impact
- Perform quality assurance and control activities, such as site reviews and ensure adherence to contract requirements
- Perform site reviews for projects to monitor quality
- Administer project closeout; from documents archiving to maintenance/ warranty manuals, etc
- Follow Duron' Health and Safety Policy and Procedure
- Follow COR Guidelines and industry best practices for a safe workplace
- Other duties as required

Requirements:

- Currently enrolled in a University Degree/Technology Diploma in Engineering
- Ability to interpret project drawings and specifications

- Excellent written and verbal communication skills; to present information to stakeholders at various levels
- Strong computer skills with enthusiasm for innovation
- Excellent Microsoft Outlook, MS Word and Excel skills.
- Sense of urgency and strong commitment to achieving goals and objectives
- Attention to detail and exceptional organization skills
- Ability to work well with shifting priorities and change in a fast paced environment
- Valid Class G driver's license and clean driving record
- Ability to work both as part of a team and independently

Additional:

- Previous co-op experience is an asset
- Experience with Primavera is an asset