



Black & McDonald Limited



## Project Coordinator - Electrical ICI (New Graduates) ✓

Greater Toronto Area, Canada · 5 days ago · 37 potential applicants



On-site · Full-time · Entry level



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### About the job

#### About This Career Opportunity

Black & McDonald's Mechanical & Electrical team is growing! If you are an independent, enthusiastic, and driven professional searching for an opportunity to build a solid foundation for your career, this position is for you. The Project Coordinator is located on site and reports directly to the Project Manager.

Project Coordinators assist with planning, organization, direct, control and evaluate assigned project(s) from start to finish and in accordance with schedule, specifications and budget. Their primary focus is safety, planning, monitoring progress, scheduling, quality, costs management, estimating, reporting, and managing project change under the direction of senior leadership.

#### Duties And Responsibilities Include But Are Not Limited To

- Assist the Project Manager on projects to ensure project objectives, policies, procedures, and performance standards are in accordance with company policy and contract specifications are met
- Comply with all company health, safety, and environmental policies and procedures
- Assist in planning and preparing construction schedules and milestones, and monitor progress against established timelines
- Complete quantity take offs from construction drawings, track and update as-built quantities and field verify when required
- Assist in preparing contracts and negotiate revisions, changes and additions to contractual agreements with clients, suppliers, and subcontractors
- Assist in budget analysis, cost and margin projections, estimate project changes and impacts
- Assist in developing and implementing quality control programs
- Build and maintain customer and supplier/vendor relationships
- Prepare progress reports and issue progress schedules to clients
- Trade and subcontractor coordination
- Document control
- Purchase supplies and materials as required to complete project

#### Competency Requirements

- Communicates Effectively
- Problem Solving and Innovation

- Teamwork and Collaboration
- Values and Respects Others

#### Education Requirements

- Degree or Diploma in electrical engineering or equivalent experience in the industry with a proven track record.

#### Work Experience Requirements

- 1 year of Project Coordination experience in the ICI construction sector

#### Skills, Abilities, And Other Requirements

Proficient knowledge and understanding of:

- Contract management
- Construction scheduling, planning, and execution
- Blue print reading, specifically electrical drawing knowledge.
- Take-offs and estimating
- Project electrical, mechanical and structural design interpretation
- Financial statements – read and comprehend
- Organization and time management
- Driven and self-motivated
- Ontario "G" Driver's License

#### Proficient User Of

- MS Office (Word, Excel, Project)
- Design Software
- Procore or equivalent

Please be advised that a Criminal Background Check and Professional Reference Check will be required as part of our employment screening and selection process. Additionally, all applicants must be legally entitled to work in Canada, unless otherwise stated in the job posting.

Black & McDonald welcomes and encourages applications from persons with accessibility accommodation requirements. Accessibility accommodations are available upon request for candidates taking part in all aspects of the recruitment and selection process.

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## About the company



**Black & McDonald Limited**

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### Project Coordinator

Arrow Workforce Solutions

Toronto, ON (On-site)

CA\$70K/yr - CA\$75K/yr

5 days ago Easy Apply



### Project Coordinator

Turner Construction Company

Toronto, ON (On-site)

3 days ago



### Administrative Tours Coordinator

Peerless Travel Group

Vaughan, ON (On-site)



Applicant review time is typically 6 days

3 weeks ago Easy Apply



### Remote Entry Level Management

HMG Careers

Pickering, ON (Remote)

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2 weeks ago Easy Apply



### Entry Level - Drafter

The Lignum Group

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### Entry Level Management Remote

HMG Careers

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**Project Specialist -  
Mississauga Ontario**  
Smart Label Solutions™  
Mississauga, ON (On-site)

1 week ago Easy Apply



**Project Coordinator**   
Westinghouse Electric Company  
Burlington, ON (Hybrid)

6 days ago



**Remote Entry Level  
Management**  
HMG Careers  
Whitchurch-Stouffville, ON  
(Remote)  
\$69K/yr - \$128K/yr

2 weeks ago Easy Apply



**Project Coordinator**   
Veolia North America  
North York, ON (On-site)

4 days ago



**Junior Electrical Designer**   
Mulvey & Banani  
Toronto, ON (On-site)



1 connection works here

2 weeks ago Easy Apply



**Outside Technical Sales -  
Electrical Industrial  
Automation**   
Murrelektronik  
Windsor, ON (Remote)



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days

3 weeks ago Easy Apply

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