

Project Coordinator (Cabinetry & Millwork)

Company: Creek Ocean Construction

Location: Halifax, NS

Job Type: Full-Time, Permanent

## About Us

Creek Ocean Construction is a well-established construction and millwork company based in Halifax, NS. We specialize in custom cabinetry, architectural millwork, and commercial interiors. Our team is committed to delivering precision, quality, and exceptional service across all projects.

## Position Summary

We are seeking a highly organized and proactive Project Coordinator with experience in cabinetry and millwork to support our growing team. This role is responsible for managing multiple projects from scheduling through to delivery, and requires strong communication and planning skills.

## Key Responsibilities

- Oversee project scheduling and coordination from start to finish.
- Coordinate installations with general contractors and clients to ensure smooth execution.
- Review outgoing quotes for accuracy and completeness.
- Review awarded projects and compile detailed material lists.
- Order project-specific materials and follow up on delivery timelines.
- Manage supplier relationships and ensure timely material deliveries.
- Communicate with clients regarding project updates, changes, and expectations.
- Prepare and maintain comprehensive project documentation, including budgets, timelines, and reports.
- Use software tools such as Microsoft Excel and Word for project tracking and data management.
- Assist in drafting and technical design (experience with AutoCAD or cabinetry software is an

asset).

## Qualifications

- Minimum 5 years of experience in cabinetry, millwork, or a related construction industry.
- Solid understanding of cabinetry products, materials, and vendor sourcing.
- Proficiency in Microsoft Excel and Word; knowledge of AutoCAD or cabinetry design software is an asset.
- Exceptional organizational and multitasking abilities.
- Strong communication skills and the ability to work effectively with clients, suppliers, and internal teams.