



Project Coordinator

Bird Construction Company is one of the top 10 Construction General Contractors in Canada. We are seeking a Project Coordinator to join our team.

As a member of the Bird Construction Team, the Project Coordinator will support the Project Manager and/or Site Superintendent with the construction of commercial or industrial projects. There is a mixture of office and field work and will include the following responsibilities:

- The maintenance and distribution of contemplated change orders, change directives, requests of information, change orders and site instructions
- Scheduling of subcontractors
- The organization of site meetings as well as the capturing and distribution of minutes
- Expedite required information and deliverables from consultants, subcontractors and owners
- Create deficiency punch lists
- Create invoices and purchase orders
- Ensure Superintendents have updated information (binders, logs, shop drawings etc.)
- Superintendent and Project Manager support

Qualifications

- A keen desire to work in the construction industry.
- Strong computer skills in such areas as Microsoft Office (Word and Excel).
- Proficiency in MS Office is required as well as you must be familiar with FTP sites (Sharepoint). Knowledge of other software applications such as ViewPoint would be an asset.
- Your organization and time-management skills allow you to multi-task and meet deadlines.
- You are able to work well with others in a team environment and contribute to the team in an efficient, effective and positive manner.

We thank all applicants for their interest in working at Bird Construction; however, only those identified for further consideration will be contacted.

APPLICATIONS:

Email: HR.Atlantic@Bird.ca