



## **Project Coordinator**

### **ABOUT THE JOB**

Marid Industries Limited is seeking a detail-oriented and energetic Project Coordinator to join our team! This is an exciting full-time opportunity for an individual to join our growing team. As part of the project management team, you will work alongside our production, purchasing, and finance teams to ensure we deliver exceptional client service and meet project deadlines.

The Project Coordinator will support the Project Manager in the planning, administration, communication, and technical management of projects. In this role, the incumbent will be responsible for assisting in orchestrating the safe, efficient, and timely completion of projects in a dynamic work environment.

### **KEY RESPONSIBILITIES**

- Establish project and task timelines and schedules.
- Coordinate with the Project Manager, ensuring safe, successful, and timely project completion.
- Assist Project Managers by accurately estimating, documenting, and pricing changes to contracts, site instructions and contemplated change orders.
- Coordinate shop work with the specified job requirements.
- Receive, prepare and distribute site drawings.
- Monitor subcontractor work, ensuring compliance with company standards, safety and quality programs, policies, and procedures.
- Work to ensure the timely ordering of materials in accordance with project demands and schedules.
- Review and update job estimates.
- Accurately keep site planning/tracking spreadsheets up to date and current.
- Visit job sites, taking pictures and required dimension measurements of the site and document these observations.
- Address inquiries and respond to questions from project managers, clients, co-workers, and others in a timely manner.
- Proactively contribute to safety initiatives with the goal of the improvement of a safe working environment.

### **SKILLS, QUALIFICATIONS & EXPERIENCE**

- Diploma in Construction Management or Degree in Engineering is preferred.
- experience in dedicated project coordinator position considered an asset.
- Familiarity with contract administration and the structural steel industry would be considered an asset.
- Superior written and verbal communication and presentation skills.
- Demonstrated ability to work independently and under pressure, often with tight deadlines.
- Solid math and analytical thinking abilities.
- Strong technical aptitude and experience with project management software and Microsoft office suite

- Ability to effectively build and maintain Microsoft project schedules.

## **JOIN OUR TEAM!**

In addition to offering a dynamic and inclusive work environment, we offer a competitive compensation package, including benefits, and opportunity for advancement! If you feel you could be a great fit to join our team, kindly forward your cover letter and resume to [hradmin@marid.ca](mailto:hradmin@marid.ca) with the heading "Project Coordinator" in the subject line of your email.

This job posting closes on **Friday, January 26, 2024.**

Individual accommodations are available upon request for candidates taking part in all aspects of the selection process.

## **ABOUT MARID**

Marid Industries is a privately owned custom manufacturing business based in Windsor Junction, just outside of Metro Halifax. Marid is a full-service contractor in addition to their steel fabrication and erection business with ample engineering capabilities.

Flexibility is a key Marid quality. No matter what the finished product-a simple utilitarian warehouse, a modern school, or a complex finished public space - the required skill sets are available with the Marid Industries organization.

We are committed to supporting and challenging our employees to be the most capable, competent, and well trained in the industry. [www.marid.ca](http://www.marid.ca)

*We thank all interested parties; however, only those applicants under consideration will be contacted.*