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Construction Project Coordinator – Join Our Team

Austin Carroll Pool Construction Ltd. is seeking to hire a Construction Project Coordinator. Austin Carroll Pool Construction Ltd. is Canada's most versatile commercial pool builder with experience in all styles of pool construction and pool refurbishments. We have a team of highly trained professionals who are specialized in the installation, renovation and service of concrete and modular pool systems.

We are seeking an enthusiastic, proactive thinking project coordinator to assist with the support of the project management team in organizing the project tasks and identifying resources and information to make the projects successful.

Project Coordinator Job Responsibilities

- Ensuring project team adheres to provided timelines and deliverables
- Ensuring documentation is maintained throughout the length of the project
- Communicating plans, actions, risks, and issues with key stakeholders
- Solving any issues that may arise during the project
- Managing and building relationships with multiple teams
- Assisting the project manager with administrative functions and processes
- Managing day to day activities for project management team
- Analyzing project data, entry of project data

Project Coordinator Qualifications and Skills

- Knowledge of use of popular construction project management software
- Excels at organization, time-management, problem solving and budgeting
- Excels at multi-tasking
- Good communication and interpersonal skills capable of maintaining strong relationships
- Construction experience

Work Hours and Benefits

- Full Time Position Monday through Friday
- Full Benefits after probationary period

Salary / Wage to be determined based on experience and industry standards

Please contact
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