



## Position: Project Coordinator

To apply, please send your resume to [careers@gillamgroup.com](mailto:careers@gillamgroup.com)

### **About Gillam**

Gillam is a progressive construction company established with a mission to raise the bar in the planning, management and delivery of construction projects. With offices in Toronto and Kitchener, we specialize in medium to large-sized projects in the ICI and residential sectors, delivered through collaborative approaches. Our goal is to provide high quality, customer-oriented construction services through transparency, teamwork and trust, resulting in successful projects and long-term business partners. Gillam was named by Growth 500 as one of Canada's fastest growing companies, which is the result of our collaborative and dynamic approach to our work, and we are leaders in Integrated Project Delivery / Lean Construction.

Some of our notable projects include:

- Royal Ontario Museum
- Aga Khan Museum
- Barrie-Simcoe Emergency Responders Campus IPD
- York University Bergeron Centre for Engineering Excellence
- Lākhhouse Lakefront Condominium, Barrie

### **About the Role**

We are currently seeking to hire a **full time, permanent** Project Coordinator who will report into the Senior Project Manager. The role involves supporting project teams with procurement, contract administration and project close-out. You will also be given learning and development opportunities to progress your career with our support.

**Job Location:** Various sites across the Greater Toronto Area, Kitchener-Waterloo and Barrie, Ontario.

### **Key Responsibilities**

- Collect and interpret all information from various project staff to maintain daily project log. Assist in the preparation and maintenance of the weekly schedule.
- Prepare and distribute required daily documentation including: 1) costs, budgets and revenues reports, 2) cost reports for comparison of as-bid to as-built, 3) production reports, to ensure accurate tracking and reporting for project.
- Coordinate all survey layout and control activities as well as field as-built drawings. Participate in work planning sessions with survey crew to establish proper project controls.
- Participate in project reporting and job control activities to ensure compliance with contract, budget, schedule, forecasting and job costing. Recommend potential sequencing changes to schedule to optimize adherence to budget.
- Manage, coordinate and review shop drawings/submissions.
- Update software, identify/assesses potential deviations in quantities or payments from owners and to subcontractors. Review quality/quantity reports and associated rework costs.



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- Manage and maintain tracking logs/lists of materials delivered and inform project management of change orders, RFIs, site instructions and claims that may impact schedule and the preparation of related estimating and/or billing documents.
- Assist the Project Manager in the estimating, procurement, and submission of project change orders.
- Inspect project site(s) to identify potential safety, site layout and/or compliance issues and reports to appropriate management. Conduct THA, JHA and work plans in accordance with Gillam's safety plan.
- Assist the Project Management team in the preparation of the internal monthly PSR (Project Status Review) report, and Project Monthly report for clients.
- Assist in the preparation of monthly Progress application and invoice to Owner. Prepare project cashflows.
- Assist with construction and analysis of three-dimensional digital models for project constructability analysis, coordination activities, quantity takeoffs, conceptual estimates, cost analysis, scheduling and other communication purposes.
- Collect and review design documentation for project requirements; prepare project phasing, project logistics and site utilization graphics. Participate in the development of presentation and communication media and message, including the production and editing of rendered, animated, photograph and video deliverables.
- Perform other duties as assigned.

### Qualifications

- 3+ years experience in ICI and/or residential construction in a similar role
- Bachelor's Degree in Civil Engineering, Architecture, Construction Management or equivalent (desired, but not required)
- Proficient in some of the following: Word, Excel, MS Project / Primavera
- Excellent communication & interpersonal skills
- Strong ability to prioritize, organize and manage time
- Able to work well in a team environment

### What Gillam Offers

- Commitment to safety in the workplace
- An engaging culture based on innovation, collaboration and forging strong relationships
- A dynamic work environment
- Competitive salary, commensurate with skill & experience
- Competitive benefits program, e.g. health insurance & RRSP matching
- Regular staff social events
- Great opportunities for learning and mentorship

*Gillam is an inclusive and diverse work environment. We are an equal opportunity employer and invite applications from candidates from all backgrounds, race, color, religion, sex, sexual orientation, national origin, gender identity, age, disability, or any other characteristic.*