



7295 GOLD RIVER HIGHWAY CAMPBELL RIVER, BC V9H 1P1
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Job Description: **Project Coordinator**

Upland Contracting Ltd. is a civil construction contractor located in Campbell River situated on Vancouver Island. We are involved in construction of residential and commercial developments, civil road works, mining and aggregate sales. Our growing team is in search of a project coordinator.

As a project coordinator you will work with the project team to ensure project deliverables and tracking requirements are met.

Responsibilities:

- Monitor projects on a daily basis for ongoing submittal and job costing requirements
- Utilize heavy job software to ensure accurate job costing and progress is captured.
- Coordinate with subcontractors
- Maintain project schedule using Microsoft Project
- Provide weekly status updates to project leads
- Assist with procurement requirements
- Monitor resource allocation and assist in resource scheduling.
- Open communication with project team to ensure successful implementation of work plans, activities and resource allocation.
- Maintaining open lines of communication with clients and their representatives in the field.
- Ability to work weekends or on call as required.

Qualifications:

- Minimum of 3 years experience in civil / heavy construction industry or applicable post-secondary education in a related field.
- Proficient in the use of Microsoft Word, Excel and Outlook
- Heavy Job and Microsoft Project software experience preferred. Training will be provided suitable candidate.
- Basic understanding of contract administration
- Valid BC driver license
- Candidate must be willing to relocate to Campbell River