



## Mechanical Project Coordinator

Alliance Engineering has been providing mechanical and electrical design and construction services in the National Capital Region for over a decade. Their team of management professionals alone has over 100 years of combined experience within the construction industry and has been involved in numerous projects ranging from new commercial construction to retrofit and replacement. We thrive for teamwork and offer various corporate events: Summer BBQ, Friday lunches, team building activities and more!

Reporting to the Director of Construction, the Mechanical Project Coordinator position is best suited for someone with experience and/or knowledge in the Industrial/Commercial/Institutional (ICI) or high-rise residential sectors as well as experience with mechanical CAD/BIM drawings. The successful candidate will have excellent communication skills and be organized, quick to learn and eager to grow within the organization.

### Responsibilities

- Provide support to Project Managers for projects set-up as well as updating all projects documentations & correspondence in the project management system (ex. customer contracts, suppliers and subcontractors purchase orders & change orders, project specific insurance certificates, etc.);
- Create and manage project submittals and logs (CCN, SCO, RFIs shop drawings, etc.);
- Support the Project Managers in creating and updating project budgets, forecasts and construction schedules;
- Prepare and distribute all required project documentation with vendors, suppliers and construction team;
- Assist the Project Managers in preparing progress billing applications and project invoices;
- Prepare all close-out documents including Operating and Maintenance Manuals, as-builts, test reports, commissioning documents, substantial completion certificate, etc.;
- Provide CAD / BIM support and layout drawings to Project Managers and Field staff;
- Obtain suppliers/subcontractors pricing for change orders and/or assist with estimation;
- Conduct job-site reviews and providing support to project site supervisors;
- Attend site meetings and preparing minutes;
- Provide administrative assistance to Senior and Intermediate Project Managers.

### Qualifications

- Minimum 1 year experience as Project Coordinator
- A bachelor's degree or college degree in the construction field, such as construction management, construction science, mechanical engineering etc. or equivalent experience as a Project Coordinator
- Proven knowledge or experience in the construction industry, especially ICI building mechanical
- Prior experience with ProCore is an asset
- Ability to read and understand construction documents such as drawings and equipment specs
- Understanding construction process and the timing of activities
- Excellent communication skills (both oral and written)
- Ability to multi-task and great organizational skills
- Detail oriented, ability to show initiative and take responsibility
- Proficient with MS Excel and Word
- **Must be eligible to obtain a Reliability Security Clearance**

## Benefits

- Permanent/Full-time
- Salary range: \$45,000 to \$55,000
- 2 weeks vacation + 4 extra bonus Fridays
- Health & Dental Benefits after 3 months employment
- RRSP plan after 6 months probation
- Profit sharing bonus potential after 6 months probation
- Free parking