



Employment Opportunity Project Coordinator

Are you looking for a rewarding career with a dynamic builder with proud Atlantic Canadian roots, a purpose-driven culture, and an unwavering commitment to exceeding client expectations and having positive community impact? DORA Construction is looking for you!

Why choose DORA Construction to build your career?

1. Make an Impact in Local Communities with Projects That Build Communities

Since 2003, DORA has delivered exceptional projects ranging from large commercial projects to meticulous restorations, building with pride, skill, and integrity. With office locations in Halifax, Lunenburg, and Sydney, DORA's service offering encompasses design flexibility, innovative building technologies, project management excellence and client relationship focus and covers a broad spectrum of project types including new retail, commercial, residential, and industrial, Net Zero, historic restorations, community/non-profit and First Nations construction.

2. Become Part of a Rewarding and Inclusive Work Environment

DORA believes in not only talking the talk, but we also stand by our values and ensure our employees do as well. We are committed now more than ever to providing a safe, diverse, and inclusive workforce for everyone. We support ongoing training, education, and leadership to encourage personal and professional growth for all. Our commitment to getting the job done and building quality client relationships is visible through our humility and teamwork every day, whether it be in the office or on the job site. We celebrate our successes together and are proud when our vision comes to life!

Dora Construction believes in building communities that are connected and make an impact.

- We build solid.
- We build engagement with our clients.
- We build partnerships with key players on every project.
- We build understanding of every stakeholder's role.
- We build on our guiding principles.
- We build with a long-term view.

From our solid foundation, we will build yours. We build solid.

Opportunity- Project Coordinator

Reporting to the Project Manager, the Project Coordinator is involved with the completion of all construction project-related activities, as well as providing administrative support to those in pre-award, pre-construction, and post-construction stages. Working closely with the Site Superintendent and this includes managing all incoming and



Employment Opportunity

Project Coordinator

outgoing information for the projects. Perform other administrative support duties as required to help the company deliver successful projects.

Position Responsibilities

**Including but not limited to:*

- Project Start-Up: Review the project contract and construction documents to ensure that the project is set up for successful execution. Obtain necessary permits and approvals and ensure they are received in time. Keep track of any required inspections and ensure they are organized at the right time. Establish site access and security, site washroom facilities, site office and storage, temporary power, and other site set-up requirements.
- Reporting: Assist the project manager in creating monthly progress reports for DORA management and clients.
- Daily Log: Review the Superintendent's daily log for compliance but also to identify and act on any issues or concerns that might impact the successful progress of the project.
- Deficiency Management: Perform regular inspection of each construction activity to ensure that work is meeting the required quality. Identify, record, and assign deficiencies and assume the role of Deficiency Manager to ensure that any defective work is rectified prior to project close-out.
- Drawings and Other Construction Documents: Review and analyze all drawings and construction documents, ensuring that any missing or conflicting information is clarified via the Request for Information process, that any changes are documented through the Change Management process, and that any required procurement is initiated. Assist the Superintendent with any questions raised on site regarding the contract documents. Maintain site copies of contract documents to ensure all copies are updated to the latest version and any changes are clearly noted and brought to the attention of the Superintendent. Maintain As Built Drawings, ensuring that any deviations from the construction set are recorded.
- Meetings: Schedule, attend and record project meetings, ensuring that all actions are identified, assigned, and tracked through to completion.
- Photos: Capture and/or save regular progress photos from site.
- Schedule: Analyze and understand the project schedule prepared by the Project Manager. Prepare lookahead schedules, ensuring that all required equipment, labour, subcontractors, and materials are arranged. Gather feedback from the Superintendent and Subcontractors/Suppliers to highlight potential schedule risks and assist in developing potential mitigation measures. Continually monitor to ensure the work remains on track.
- Submittals: Create a Submittals Required schedule based on the project documents. Liaise with subcontractors to ensure that all required submittals are received. Review submittals for compliance with contract documents. Issue for review, track, and distribute to those who need them.
- Inspections: Conduct any required site inspections and ensure that any identified actions from inspections are completed.
- Budget: Assist the project manager in developing the original budget and help manage the budget throughout the project through Budget Changes and Change Orders. Create monthly Cost Report snapshots.



Employment Opportunity Project Coordinator

-Change Management: Track any changes that might have a cost impact, compile a cost estimate, and issue Change Orders downstream and/or upstream as required.

-Procurement: Create scopes of work and material lists from careful review of construction drawings and specifications. Compile bid lists, communicate with tenderers during the bidding process, and perform bid levelling on received quotes.

-Subcontractor Invoicing: Track subcontractor progress on site to assist the project manager in reviewing progress payment applications.

-Other duties as assigned by Project Manager

Job Requirements

The ideal candidate will meet the following requirements:

The following qualifications are just suggested guidelines. Personality, attitude, and personal attributes are most critical to the success of the incumbent in this role.

- 3+ years of previous administrative experience, preferably within a construction environment or similar.
- A post-secondary degree/diploma in business administration, construction management, information management, or a related field preferred.

Skills, Knowledge, and Attributes Required

- Strong communication and interpersonal skills, a customer service focus, and a professional demeanor.
- A strong understanding of MS Office Suite and the ability to learn new technologies quickly.
- Adaptable, with the aptitude to thrive in a dynamic environment with changing needs and priorities.
- Highly organized and detail focused.

Salary

Negotiable based on experience

All applications are strictly confidential.

If you are interested in this rewarding career opportunity with us, please send your resume in confidence, to bsisco@doraconstruction.com

We thank all applicants for their interest, however only those selected for an interview will be contacted.