



## July 21, 2021 – Project Coordinator

We are currently recruiting Project Coordinators to join our growing team in British Columbia. This position offers a rewarding opportunity to work on key projects and build your career with a fast-growing company and a close-knit team that supports your personal and professional development. Candidates must demonstrate experience administering and organizing projects with preference to civil construction and on active mining sites with limited supervision and direction.

### Responsibilities:

- Assist Construction Management team to coordinate all project management activities
- Understand, coordinate and report daily objectives, tasks and schedules
- Actively participate in Tailgates, Safety meetings, and other stakeholder meetings
- Set-up, maintain and organize admin files
- Prepare and submit correspondence
- Maintain and upload project documents, plans and reports to the company's data storage
- Proactively document pictures of activities
- Manage incoming and outgoing deliveries
- Coordinate pick-ups or deliveries of documents, parts, inventory and equipment
- Maintain an accurate log of daily deliveries and pick-ups and verify slips match purchase orders
- Code and track packing slips, purchase orders and project job costing
- Order inventory, track inventory purchases and equipment rentals as required
- Assist with basic maintenance of equipment and company trucks including filling tank with gas, checking oil, keeping units clean, and making sure required inspections are performed
- Maintain site appearance including removal of garbage, recycling and tools
- Assist with site, tool and equipment inspections
- Assist in monitoring project progress
- Proactively work with the Project Manager to deliver the project on time and on budget
- Proactively collaborate on schedule development and planning

### Requirements

- Proven experience as a Project Coordinator
- Knowledge of construction procedures, equipment and OHS guidelines
- Knowledge of heavy-duty equipment
- Ability to read drawings, plans and blueprints
- Solid organizational skills, time-management
- Ability to communicate and report effectively
- Aptitude in math and problem-solving abilities
- Good physical condition and stamina
- Ability to prepare and interpret schedules
- Strong client-facing and teamwork skills
- Strong working knowledge of MS Office
- Savvy technology user with good typing skills
- A valid driver's license and a clean driving record
- Previous experience in a mine setting preferred
- Ability to work in a fast-paced environment
- Ability to pass Drug and Alcohol pre-screen

### What we offer you:

- Competitive Wage
- Long-term employment for qualified individuals

**Location:** Williams Lake and Cariboo Region, British Columbia

We are one of Western Canada's largest and most respected earthworks and infrastructure contractors with over 55 years experience in earthworks, road construction, underground and surface works, delivering projects of all sizes for clients in a variety of industries. Our team of experienced professionals, combined with our fleet of over 100 pieces of heavy-duty equipment, gives us the unique in-house capacity to meet all our customer needs for residential, commercial, and large industrial applications alike.

*If you are interested in joining a dynamic team, have an entrepreneurial attitude and desire unlimited potential for growth and success please submit your resume. [jobs@lakeexcavating.com](mailto:jobs@lakeexcavating.com)*

*Thank you for your interest in Lake Excavating Ltd.*