

**Job Title:** Project Coordinator / Junior Estimator  
**Department:** Commercial Division  
**Location:** Ontario Region  
**Job Type:** Full Time

**Position Summary:**

We are seeking an experienced Project Coordinator/Junior Estimator for commercial, retail and industrial construction projects. The successful candidate must possess the knowledge, experience and confidence to engage and professionally interact with design professionals, consultants and clients. This individual will work closely with VANDYK Project Managers and Estimators.

**Responsibilities:**

- Assist Estimating Department in the tendering of projects
- Assist the Project Manager and Superintendent, where applicable, in the day to day duties of a project's administration.
- Working closely under the guidance and direction of the Project Manager and Superintendent, learn Vandyk systems and methods.
- Assist in plan and spec analysis in order to provide clear, trackable and coordinated interpretations of the design/drawings for construction.
- Act as liaison with subcontractors in expediting drawings and related information.
- Assist as directed by the PM in maintaining accurate and up-to-date logs (RFI, Vendor/Subcontractor, Purchase, Owner etc.), track responses and advise the Project Manager and Superintendent of the status of RFIs.
- Assist in obtaining quotations for any Notices of Change.
- Assist in maintaining and update the Shop Drawing Log, review Shop Drawings and submittals.
- Assist in coordinating submittals and procure all close-out documents including warranties and Operating and Maintenance Manuals.
- Assist in obtaining, participating and assisting continuous updating and accurate generation of as-built documents.
- Assist with the research and preparation of field change requests to resolve design issues.
- Understand and perform document control functions in accordance with on-site policy and procedures, including tracking and creating of RFIs, transmitting and tracking of submittals, compose agreements, and maintain project expediting list.
- Attend project coordination and owner/contractor/architect/engineer meetings as requested or required.
- Coordinate periodic job-related photographs for records.

**This candidate will be working directly for and under the supervision of the Project Manager. The roles/duties listed above are strictly for guidance and may vary under the supervision and leadership of the Project Manager.**

**Qualifications:**

- Minimum 2 Years experience in a related position involving commercial, retail and industrial construction projects.
- College or university degree in a construction related field an asset
- Must have understanding of construction terms, scheduling and planning concepts.
- Proficient in Microsoft Word, and Excel.
- Excellent organizational, presentation, and interpersonal skills.