

Marco is one of the largest Atlantic Canadian based general contractors. We operate in the retail, commercial, recreational, multi-residential, entertainment, health care, educational and light industrial sectors as design builders, construction managers, and general contractors. We operate throughout the Atlantic region and other areas of Canada with offices located in Dartmouth, NS and St. John's, NL. Due to our rapid growth in Newfoundland we are seeking applications for the following position:

Project Coordinator

Working under the supervision of the Project Manager, the ideal candidate would possess the following:

- A degree in Civil Engineering or CET certification
- Excellent oral and written communication skills
- Capacity to efficiently prioritize and work under tight deadlines
- Proficient in Microsoft Office applications such as MS Word and Excel.
- Superior organization and administrative skills
- Ability to invest the total hours required to deliver projects
- Experience in construction and in interpreting construction drawings and specifications

The successful candidate will be responsible for the coordination and contract administration of several medium to large scale construction projects throughout Newfoundland. Responsibilities will include:

- Reviewing and processing shop drawings and samples
- Obtaining building permits
- Recording, reviewing and distributing meeting minutes
- Maintaining drawing logs
- Tracking and coordinating requests for information and site instructions
- Assembling close-out documents
- Maintaining detailed, accurate project documents
- Preparing monthly progress reports

Marco offers a competitive compensation package; a corporate wellness program; a diverse work environment; full health benefits and pension; continuing education; and the opportunity for advancement. This is a great opportunity for individuals who wish to join a strong, successful and highly respected growing team.

If this opportunity matches your experience and interest, please forward your resume in confidence to mfowlow@marcogroup.ca. We thank all applicants for their interest; however only candidates selected for an interview will be notified.