



Job Title:	Project Coordinator	Job Category:	Electrical Construction
Department:	Small Projects	Hours	40-44/week
Location:	St. Catharines	Travel Required:	N/A
Salary Range:	\$49,600.00-62,000.00	Position Type:	Full-Time
Reports To:	Small Projects Manager	Date Posted:	August 30 th 2023
Will Train Applicant(s):	Depends on Applicant's Qualifications	Posting Expires:	N/A
External Posting URL:			
Email: resumes@kraun.ca	Mail: Kraun Electric Recruitment Department 45 Wright Street St. Catharines, ON L2P 3J5		
<u>Our Values - SPARK</u>			
<p>Our company values are at the core of everything we do. How we do our work is equally important as what we do for work. We hire people who align with these values. We call them our SPARK values.</p>			
Job Description			
<p>Kraun Electric is a dynamic and growing Electrical Contracting firm specializing in providing comprehensive electrical solutions to new and existing facilities. Our commitment to quality, safety, and innovation has positioned us as a leader in the industry. We are seeking a dedicated and organized Project Coordinator to join our team and support our Project Manager throughout the lifecycle of various electrical projects.</p> <p>The Project Coordinator will play a pivotal role in ensuring the successful execution of electrical projects within new and existing facilities. This individual will collaborate closely with the Project Manager, internal teams, clients, vendors, and regulatory authorities to facilitate smooth project operations. The role encompasses a wide range of tasks, including managing documentation, procurement, scheduling, and regulatory compliance.</p> <p>If you are a proactive, detail-oriented individual with a passion for project coordination in the electrical contracting industry, we encourage you to apply for this rewarding opportunity.</p>			

Role and Responsibilities

- Collaborate with the Project Manager(s) to plan, execute, and close electrical projects within designated timelines and budgets
- Maintain accurate and up-to-date records of project-related documents, including record drawings, as-built drawings, insurance certificates, warranties and bonding requirements
- Coordinate the creation and issuance of purchase orders for materials, equipment, and services and ensure timely and accurate deliveries
- Work closely with vendors and suppliers to arrange and track the delivery of materials to project sites, resolving any delivery issues that may arise
- Process change orders in collaboration with the Project Manager and communicate changes to relevant stakeholders
- Facilitate the procurement and renewal of necessary permits, including Electrical Safety Authority permits, ensuring compliance with regulatory requirements
- Assist in the preparation of project status reports, budget analyses, and other documentation for internal and external stakeholders
- Maintain effective communication channels among project teams, clients, vendors, and subcontractors to ensure project progress and resolve any issues promptly
- Monitor project schedules and milestones, identifying potential delays and working with the Project Manager to implement corrective actions
- Lead the billing process to ensure all costs for all projects are invoiced for
- Collaborate with the finance department to track project expenses, invoices, and payments, ensuring accurate financial reporting
- Assist in the preparation and submission of project closeout documents, ensuring that all necessary documentation is complete and accurate

Qualifications and Education Requirements

- Bachelor's degree in Engineering, Construction Management, Business Administration, or a related field (or equivalent experience)
- Proven experience as a Project Coordinator or similar role in the construction or electrical contracting industry

Preferred Skills & Experience

- Minimum two years of administrative work experience is required. Administrative experience in a construction environment is a definite advantage
- The ability to understand technical specifications and electrical knowledge is a definite advantage
- Must be detail-oriented and able to read, write and communicate in English and adjust communication style to provide project updates to a variety of stakeholders
- Ability to glean detailed knowledge of new systems, materials, building codes and regulations

- Effective interpersonal, organizational, planning and negotiation skills are required
- Comfortable in a schedule-driven environment and ability to multi-task, continually meeting deadlines and managing work tasks efficiently
- Proficient computer skills, including learning new software and using it optimally
- Strong organizational skills with the ability to manage multiple tasks and projects simultaneously
- Excellent communication and interpersonal skills to effectively collaborate with various stakeholders
- Detail-oriented with a commitment to accuracy and thoroughness
- Ability to work under pressure and adapt to changing project priorities
- Problem-solving skills and a proactive approach to addressing challenges

Working Environment & Physical Demands

- Prolonged sitting
- Routine use of standard office equipment
- Intense concentration for extended periods
- Open-concept workspace in a professional office environment

Tools Provided

- Computer technology to work effectively
- Professional training courses as deemed helpful