



EMPLOYMENT OPPORTUNITY

Position: Construction Project Coordinator
Job type: Permanent full-time
Location: Mississauga, ON

Reporting directly to the Construction Manager, the Construction Project Coordinator is part of the project execution team, which is generally responsible for planning, coordinating, implementing, and safely delivering ASCO's projects within our Clients budgetary constraints and timelines.

The Project Coordinator will:

- Assist the project team with on-site and off-site coordination and project support
- Manage Request for Information (RFIs) and Request for Quotations (RFQs)
- Manage and track Submittals (shop drawings) and project relevant documentation
- Assist with pricing of Change Requests
- Receive, track, and inspect field purchases and materials
- Keep daily records of labour, equipment, concrete, aggregates, and rentals.
- Assist with procurement of materials, equipment, rentals, and subcontractors
- Assist with the issuance and management of subcontracts and purchase orders
- Develop and maintain up to date project schedule using MS Project or equivalent
- Assist with quality control and quality assurance activities on site
- Obtain, manage, and submit project closeout documentation
- Setting up and maintaining project files.

Candidates should:

- Hold a College or University degree in Construction or Engineering
- Have 3 to 5 years of construction project coordination experience in the Canadian market
- Have excellent knowledge of the Microsoft Office suite (Word, Excel, and Outlook as a minimum)
- Have intermediate to advanced working knowledge of Microsoft Project
- Have strong English communication skills (oral and written)
- Have strong aptitude and accuracy with mathematical problem solving
- Be willing to work in an office and job site environment and put in the extra time required when the need arise
- Have the ability to maintain a positive attitude, and a profound eagerness to learn all aspect of construction processes and methods
- Have the ability to effectively manage priorities
- Be experienced in and familiar with undertaking (with minimal supervision) vertical and horizontal surveying utilizing a Total Station and interface with AutoCad software

- Be able to read, understand and interpret plans, drawings, sketches, and contract specifications

Employment Benefits

- Competitive employee compensation
- Health, Dental, Vision and Disability benefits program
- Employee Family Assistance Program
- Matching RRSP program
- Profit sharing
- Performance and merit-based recognition
- On the job training
- Health and Wellness (flexible hours, working from home opportunities)
- Education reimbursement program
- Professional and career development opportunities

To apply or to obtain more details on this position, please submit your resume to:

hr@ascoconstruction.com

ASCO is an Inclusive and Equal Opportunity Employer, and employment selection decisions are based on merit, qualifications, and abilities. ASCO does not discriminate in employment opportunities or practices based on race, colour, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status, or any other characteristic protected by country, regional or local law.

We are committed to providing diversity and accommodation for applicants upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We wish to thank all applicants for their interest but regret that only those selected for an interview will be contacted.

About ASCO

ASCO Construction Ltd is a privately-owned family-oriented construction services and solutions provider serving the Canadian construction and renovation market. In 2018, ASCO celebrated 30 years of successful operations with a solid track record of completed projects in the Industrial, Commercial, Institutional and Heavy Civil market segments. We safely deliver projects valued between \$1mm and \$75mm with primary focus in the healthcare, educational, recreational, and water & wastewater sectors.

At ASCO, our core values drive how we do business and how we interact with our employees, business partners, customers, and the community in which we operate. Our people are passionate about construction and about providing cost effective solutions. We love building things that matters, and we love challenges. We are innovative and creative in our initiatives. We do the job right the first time and exceed expectations while respecting agreed upon timelines.

The strength of our team lies in the combined experience and expertise of our people. We are awesome with each other and accountable to one another. We approach every business relationship as a partnership. Our priority is to safely deliver safe construction projects while creating value for our customers and maintaining long term business relationships with all our partners.

Please visit our website at www.ascoconstruction.com for more information on our growing company.