Arthur Electric Inc. Is Hiring a **Construction Project Coordinator!**

The ideal candidate is organized, detail-oriented, and proactive, with a strong ability to coordinate multiple priorities and meet deadlines in a fast-paced construction environment. They are an effective communicator who works well with both field and office teams and takes initiative to follow up on outstanding items. The successful candidate will be comfortable working with project documentation, drawings, schedules, and construction-related software, with a willingness to learn and grow within the role.

Key Responsibilities:

- Provide project coordination and administrative support to Project Managers, Forepersons, and the Construction team.
- Complete monthly progress draws.
- Track and process shop drawings, RFIs, submittals, change orders, and other project documentation.
- Maintain accurate project files, drawings, specifications, and records.
- Enter and maintain cost codes, including material and labour adjustments.
- Review daily reports and construction timesheets for accuracy and follow up on errors as required.
- Track shipping schedules, material deliveries, and back-ordered items from lot purchase orders.
- Provide backup support for Purchasing, including material requests, supplier communication, and delivery coordination.
- Process utility requests and locates as required.
- Prepare and maintain electrical panel schedules.
- Process ESA requirements, track inspection reports, and monitor deficiencies through completion.
- Coordinate with Project Managers, Forepersons, field employees, suppliers, subcontractors, and internal departments to support project requirements.
- Monitor project deadlines, outstanding items, and deliverables and follow up as required.
- Prepare and coordinate project closeout documentation, including as-builts, deficiencies, warranties, and turnover documents.
- Perform additional duties as required to support Construction projects and Company operations.

SKILLS AND EXPERIENCE:

- Previous experience in project coordination, construction administration, or a related role is preferred.
- General knowledge of construction processes, terminology, materials, and project documentation.
- Electrical construction experience or knowledge is considered an asset.

- Strong organizational and time-management skills with the ability to manage multiple priorities and deadlines.
- Strong attention to detail and a high degree of accuracy.
- Proficiency with Microsoft Office, particularly Excel, Outlook, Word, and Teams.
- Experience with construction management, document control, or project-related software is considered an asset.
- Strong verbal and written communication skills.
- Ability to communicate effectively with Project Managers, Forepersons, field employees, suppliers, subcontractors, and clients.
- Ability to work independently, take initiative, and follow up on outstanding items.
- Strong problem-solving skills and willingness to learn new processes and systems.
- Diploma or degree in Construction Management, Engineering Technology, Business Administration, or a related field is considered an asset.

Schedule:

- Full-time, Permanent Position
- In office Monday – Friday
- Additional hours worked as required