

Project Coordinator

OTTAWA, ONTARIO

Build on Your Career with Morley Hoppner

Morley Hoppner is an Ottawa-based builder that is lean enough to be personally involved with the community and dynamic enough to meet our goal of making a positive impact on the livability of our city. In our more than 35 years of experience, we've established a reputation as a builder who crafts quality buildings designed to be both artistic and functional. From the front office staff to the on-site construction crews and every staff member in between, we share a sense of pride in the work we do to better our community.

Our close-knit team is growing, and we're seeking to add a Project Coordinator who can positively contribute to our vision of enhancing city neighbourhoods.

Primary Responsibilities

This position is responsible for assisting the Project Manager with all aspects of managing an ICI construction project, including:

- Obtain building permits and surveys
- Quantity take-offs
- Issue notices of projects
- Issue purchase orders
- Expedite, track, and process shop drawings
- Expedite and track subtrade documentation
- Issue and track change orders, CCN's, and RFI's
- Issue site instructions
- Chair on-site meetings and record and distribute minutes
- Issue deficiency reports to trades and work with site to ensure completion of deficiencies within scheduled timelines
- Prepare warranty manuals and assist with as-built drawings
- Archive project files

Experience & Competencies

- Excellent communication and interpersonal skills.
- Excellent organizational and time management skills.
- Understanding of construction methods, scheduling, and plan reading.



Education/Skills/Certifications

- Construction related degree/diploma.
- Proficient in MS Office and MS Project.

Required Experience

- One year of ICI construction experience.

Application Process

If you believe yourself to be a match with the requirements above and are excited to bring new skills and ideas to the Morley Hoppner team, please get in touch.

Kindly send your resume and cover letter with subject "Project Coordinator – Your Name" to careers@morleyhoppner.com

We will reach out to all applicants with whom we wish to pursue a conversation.

Thank you for considering a career with Morley Hoppner.

