



Invistec Consulting Ltd. is a multi-disciplinary firm providing consulting services in landscape architecture, planning, municipal and land development engineering and urban design with focus in land development and municipal engineering. Invistec is experiencing rapid growth and we are looking for talented individuals who are ambitious, self driven and is a team player to further enhance our image to be the premier land development consultant. This position will be rewarded with a competitive compensation package and exciting opportunities.

## **Project Coordinator**

### **RESPONSIBILITIES & ACCOUNTABILITIES**

- Effectively and accurately communicate project information and updates to the client and project team.
- Act as a liaison between clients, engineers, and contractors.
- Complete a wide array of administrative duties through all phases of our projects.
- Monitor and update schedules on a regular basis, with the assistance of the Project Manager and Construction Manager. Review and monitor actual construction vs. schedule
- Provide written documentation for all project clarifications and instructions, attends all regular meetings
- Ensure safety documentation and files are efficiently prepared and managed with a high level of accuracy
- Hands on the project, monitors site construction to ensure efficient and accuracy project delivery according to design
- Discuss with contractors for any projects issues and provide the resolution of issues
- Identify construction site critical path and utilize manpower to provide best service
- Manages all aspects associated with client relationship management and project service delivery
- Assist verifying the contractors' progress claim and preparing progress payment certificate
- Support tender package preparation including quantity takeoff, description and submittal
- Produce project close out CCC and FAC documentation.
- Ability to work individually and as a team member, within a dynamic, fast-paced, deadline driven environment
- Able to provide coaching, mentoring, and other help for junior team member.
- Enjoys working in outside construction environment, and able to work outside of normal business hours, when necessary
- Able to survey and provide survey assistance, when needed

### **QUALIFICATIONS**

- Completion of a Civil Engineering Technology or University Degree
- Detail-oriented with strong problem-solving and time-management skills.
- Ability to multi-task and address multiple simultaneous priorities in an effective, efficient manner.
- Self motivated and can work independently with minimum supervision
- Displaying personal initiative and an ability to work within a team
- Must have minimize 5 years of construction experience.
- Strong English written and verbal communication skills in dealing with clients, contractors and municipals.
- Strong organization skills and detail orientated
- Excellent problem solving and troubleshooting skills



- Skilled in MS Office programs, specifically Excel, word, and outlook
- Skilled in AutoCad Civil 3D related on urban land developing
- Valid class 5 driver's license with clean abstract

Invistec is a fun, friendly and supportive team environment. Invistec staff is passionate about our work and participate in continuing education and industry events.

Please submit your resume to [Rob.Dollevoet@invistec.ca](mailto:Rob.Dollevoet@invistec.ca) or [Wayne.Liu@invistec.ca](mailto:Wayne.Liu@invistec.ca)