





## Education/Knowledge

- Undergraduate degree or diploma in engineering, building technology, construction management, urban planning or a related field
- Exceptional knowledge of construction documents, drawings, specifications and current construction practices and methodology
- Advanced knowledge of construction and its phases through to completion
- Meet regulations and requirements of and stay current with the regulations of Workplace Health and Safety

## Certifications/Licenses:

- PMP certification would be considered an asset

## Required Skills:

- Strong written and verbal communication skills
- Highly motivated
- Extremely organized
- Personable and insightful
- Professional attitude
- Passionate about construction project coordination
- Ability to provide excellent attention to detail
- Self-starter
- Capable of working in a dynamic, fast-paced environment
- Computer literate for office communication – Outlook, Word, Excel, MS Project and Corecon

## **Limitations & Disclaimer:**

The above position description is meant to describe the general nature and level of work to be performed by the individual in the position. It is not intended to be construed as an exhaustive list of all knowledge, skills, abilities, responsibilities, duties, physical job demands, and working conditions associated with the position.