

# DUZ CHO CONSTRUCTION

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## Project Coordinator

Duz Cho is looking for a Project Coordinator to join our team.

Duz Cho is a 100% Indigenous owned company, with ownership belonging to Mcleod Lake Indian Band. The successful candidate will have a deep understanding of the diverse cultures and histories of local Indigenous communities. They must have demonstrated experience in applying Indigenous knowledge in a professional setting, adhering to cultural protocols, and working with a culturally safe approach. Knowledge of the Truth and Reconciliation Commission of Canada (TRC) Calls to Action and a commitment to advancing reconciliation are essential.

Employees are expected to support and participate in a “culture of safety”, adhere to and be ambassadors of Duz Cho’s Code of Conduct and Values, act professional and amicable, and to treat others with dignity, respect, and fairness.

Project Coordinator responsibilities include working closely with our Project Managers to prepare comprehensive action plans, including resources, timeframes and budgets for projects. You will perform various coordinating tasks, like schedule and risk management, along with administrative duties, like maintaining project documentation and handling financial queries. To succeed in this role, you should have excellent time management and communication skills, as you’ll collaborate with clients and internal teams to deliver results on deadlines.

Ultimately, the Project Coordinator’s duties are to ensure that all projects are completed on time, within budget and meet high quality standards.

### Roles & Responsibilities

- Coordinate project management activities, resources, equipment and information;
- Break projects into doable actions and set timeframes;
- Liaise with clients to identify and define requirements, scope and objectives;
- Assign tasks to internal teams and assist with schedule management;
- Make sure that clients’ needs are met as projects evolve;
- Help prepare budgets;
- Analyze risks and opportunities;
- Oversee project procurement management;
- Monitor project progress and handle any issues that arise;
- Act as the point of contact and communicate project status to all participants;
- Work with the Project Manager to eliminate blockers;
- Use tools to monitor working hours, plans and expenditures;
- Create and maintain comprehensive project documentation, plans and reports; and,
- Ensure standards and requirements are met through conducting quality assurance tests.



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## Requirements & Skills

- Proven work experience as a Project Coordinator or similar role;
- Experience in project management, from conception to delivery;
- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans;
- Solid organizational skills, including multitasking and time-management;
- Strong client-facing and teamwork skills;
- Familiarity with risk management and quality assurance control;
- Strong working knowledge of Microsoft Programs;
- Knowledge of Heavy build would be an asset; and,
- PMP certification is a plus.

**Location:** Remote / Hybrid / Project Site.

**Employment Type:** Full time; as per site requirements.

**Work Schedule:** Shift rotation; as per site requirements.

**Salary Range:** \$90,000 - \$110,000 annually, commensurate with experience.

This position includes paid vacation, pension and benefits.