



## PROJECT COORDINATOR

Working directly with the Site Superintendent, the Project Coordinator will play a crucial role in supporting the successful execution of projects by coordinating various activities, ensuring effective communication between team members, and maintaining project documentation.

### What we offer:

- Competitive wage: \$30 - \$35 per hour , based on experience
- Benefit Plan
- Long term employment

### Responsibilities

- Assist in planning, scheduling, and coordinating labour and equipment for project execution
- Coordinate with subcontractors, suppliers, and vendors to ensure timely delivery of materials and services
- Maintain accurate project documentation, including contracts and change orders
- Prepare accurate daily site reports detailing progress, events, and other relevant information
- Assist in resolving project issues and conflicts as they arise
- Ensure company policies, procedures and safety standards are followed on site
- Monitor training and safety requirements, ensuring timely re-certification
- Monitor equipment usage, maintenance and related reporting
- Review and process daily timecards and report absences
- Support Personnel Coordinator with onboarding processes and employee communication
- Complete daily online reporting using app-based programs
- Perform other duties as assigned to support the successful completion of projects

### Requirements and Qualifications

- Two years of related experience
- Knowledge or project management processes, including flowcharts and technical documentation
- Strong leadership, organizational, and communication skills
- Ability to multi-task and prioritize in a fast-paced environment
- High attention to detail and strong self-discipline
- Ability to complete online orientations and digital training requirements as needed
- Proficient in MS Office and Adobe Acrobat
- Valid class 5 driver's license with a clean driver's abstract and access to reliable transportation

**Location:** This position is based out of the Kamloops / Thompson area of British Columbia. This is not a camp position; employees provide their own transportation to/from the job site.

*Nhwelmen Construction is a 100% indigenous owned company and a Certified Aboriginal Business by the Canadian Council for Aboriginal Business.*

Apply online on Indeed at <https://ca.indeed.com> or email resume to [hr@nhlp.ca](mailto:hr@nhlp.ca) for consideration.