

Job Title	Project Coordinator
Immediate supervisor	Construction Manager

Job Description	
As Project Coordinator, you will support the team of Project Managers in planning, organizing, monitoring and completing projects. In addition, you will be responsible for the optimal management of all project-related documentation.	
Responsibilities	
Project Management	<ul style="list-style-type: none"> ● As Project Coordinator, you will work closely with the Project Managers to support them in all activities related to their projects; ● More specifically, and in collaboration with the Project Managers, you will carry out : <ul style="list-style-type: none"> ○ Opening projects via ACC; ○ Managing and tracking workshop drawings; ○ Monitoring purchases and releases; ○ Managing and tracking RFI; ○ Managing and tracking CM; ○ Managing and tracking deficiencies; ○ Updating various tracking tables; ○ Preparing the project completion manual. ● You will ensure that projects adhere to established schedules by identifying any potential deviations and contributing to risk management to ensure timely delivery. ● You will participate in internal kickoff, progress, and post-mortem meetings for each project. ● Act as a Lysair Ambassador.
Document Management	<ul style="list-style-type: none"> ● You will be responsible for the management and organization of project documentation, including plans, specifications, deficiencies, workshop drawings, and project completion documents. ● You will ensure that information is accessible and up-to-date for the project team (via ACC and SharePoint).
Continuous Improvement	<ul style="list-style-type: none"> ● Contribute to the operational efficiency of projects by identifying opportunities for cost optimization, resource utilization, and process improvement.

Key Skills
Excellent communication, time management, and problem-solving skills.
Ability to work both independently and collaboratively in a team, while managing multiple tasks simultaneously.
Intermediate level proficiency with Excel.
Previous experience in coordinating HVAC projects or in the construction industry.
Familiarity with Autodesk software (ACC) Asset
Experience in reading plans and specifications Asset

*Being a Lysair Ambassador means:
<ul style="list-style-type: none"> • Incorporating the values of respect, commitment, passion, and integrity into daily activities to create a work environment that fosters harmony and collaboration. • Actively contributing to the excellence of our team by constructively integrating changes and new ideas. • Leading by example at all times and acting impeccably and professionally towards all our colleagues, clients, and partners.