



CNTNR Modular Building Solutions PROJECT COORDINATOR

CNTNR Modular Building Solutions is a rapidly expanding, innovative modular manufacturing company that is challenging the status quo of the construction industry. We have pioneered a manufacturing process using repurposed steel shipping containers, prefabricated into modular building blocks and assembled on-site to create container-based structures. The result: eco-friendly, structurally superior buildings in half the time of traditional building processes that are also beautiful, functional, and modern.

With a product this spectacular we need a team equal to it. If you have the skills and drive to be part of the next generation of construction, apply today. We offer competitive wages, performance bonuses, and profit sharing—because we want the best.

The Project Coordinator role is full time, offering a highly competitive compensation package including fair wage, benefits and positive company culture. We are looking for an experienced professional to manage and maintain our organization's supply of products and services.

Specific duties include, but are not limited to the following:

- Preparing bid packages, managing requests for information, reviewing submissions and preparing bid selection reports
- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Recording and distributing stakeholder meeting minutes
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.

Experience and Attributes:

- Three years' experience in related field.
- Exceptional verbal, written and presentation skills.
- Substantial knowledge of Microsoft Excel (use of tables, simple formulas, sorting, etc.)
- Competency in with other Microsoft applications including Project, Word and Outlook.
- Experience with Quickbooks or other kinds of accounting software.
- Ability to work effectively both independently and as part of a team.
- Experience using computers for a variety of tasks.
- Knowledge file management, transcription, and other administrative procedures.

- Ability to work on tight deadlines.

Education and Training:

- Bachelor's degree

To Apply:

Interested and qualified candidates are invited to forward their application to Job Gym at work2@jhs-niagara.ca Please quote the job title for which you are applying to in the subject of your email.

If you have questions about this opportunity or need help applying, a member of our Employment Counselling team would be happy to assist you! Please contact us at 905-732-7655.

To learn more about us, please visit us at <https://cntnr.ca/>
or check us out on our social media platforms!

CNTNR is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge will be based on merit, competence, performance, and business needs. We fully embrace the differences that make us stronger and will rigorously uphold protections against discrimination and harassment outlined in provincial and federal law.