



## **Project Coordinator**

Saskatoon, Saskatchewan

The difference between a good company and a great company is its people. This concept is important to us at Quorex Construction. It is why we value qualities like co-operation, spirit, determination, and drive. We nurture these qualities and we encourage our people to do their best.

We are a multi-disciplined team of professionals who have been in the construction and development business for more than 30 years. Our team serves every client - large and small - with the same level of dedication and commitment. Our projects encompass the commercial, institutional, multi-family, warehouse and industrial sectors in a region continuing to experience economic growth and prosperity. Our communication skills and work ethics are the keys to our "teamwork builds quality" approach.

As part of our project team, the Project Coordinator will be assisting our senior project managers in all aspects of general contracting. Your duties will include various administrative tasks to support our in-office senior project managers. You will gain exposure to change order administration, shop drawing co-ordination, scheduling, estimating, contract preparation, design build procedures, proposal creation, attending meetings and site inspections.

Candidates must possess:

- Superior communication skills and ability to work well with others.
- Trade Certification, or Technical Diploma/Degree in Architectural/Civil Technology or Engineering is preferred.
- Proficient with MS office Suite
- Proficient using scheduling software

Come join a team where integrity, teamwork, quality and client satisfaction are part of our corporate culture. We offer competitive salary, performance-based bonuses, an extensive group insurance plan and a retirement program.

Please forward your resume to the attention of:

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