Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

PROJECT COORDINATOR

Job ID	**38174-5313**
Web Address	https://careers.indigenous.link/viewjob?jobname=38174-5313
Company	McMaster University
Location	Hamilton, ON
Date Posted	From: 2021-05-07 To: 2050-01-01
Job	Type: Full-time Category: Education

Description

Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article 19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement.   JD #   JD00148

 Pay Grade: 7

 Title: Project Coordinator

 Unit/Project Description: The Office of Corporate Services, Faculty of Health Sciences, is responsible for managing and overseeing the facilities and resources that support the academic and research missions of the Faculty of Health Sciences in its campus locations. The Department is also responsible for creating and maintaining a safe, clean, inspiring educational and research environment for its faculty, staff and visitors.This position reports to the Assistant Director, Operations, Office of Corporate Services, FHS.

 Job Summary: Responsible for providing administrative support for the coordination of building renovations for multi-site facilities. Provides input in the planning and development as well as the actual coordination of renovations, construction or repair of University facilities.

 Purpose and Key Functions:

- Ensure the efficient coordination of projects in conjunction with adherence to appropriate University policies, guidelines and directives.
- Advise user groups and determine the needs and scope of the work to be performed.
- Negotiate with contractors, subcontractors, manufacturers and suppliers for products and services.
- Interpret and understand renovation and maintenance codes and regulations, health and safety procedures, architectural plans, diagrams, blueprints and specifications.
- Conduct needs assessments for future projects.
- Provide expertise and ensure adherence to University, governmental policies, guidelines, bylaws, legislation, and standards documentation.
- Complete precise and time-sensitive reports and supporting research documentation.
- Gather, collate, and assess needs, requirements, and scope of potential renovation and construction projects requiring consultation with various groups.
- Gather data related to user trends, practices, and standards.
- Investigate the cause of a service or delivery inadequacy resulting in costly project delays and disgruntled clients.
- Assess the nature of various project issues and identify potential solutions, and liaise with the necessary parties to ensure that appropriate actions are taken.
- Order furniture and equipment for new and existing spaces.
- Determine the cause of safety incidents and investigate what was done to remedy the situation, ensuring all parties involved are satisfied with the solution.
- Coordinate meetings between faculty, staff and outside project contractors.
- Communicate regularly and effectively with any and all parties with respect to ongoing modification, renovation, or construction projects.

 Supervision:

- Ensures adherence to quality standards and procedures for short-term project staff and volunteers.

 Requirements:

- 3 year Community College diploma in Engineering or Architectural Technology, or related field.
- Requires 3 years of relevant experience.

 Assets: This position requires an individual capable of handling diverse and changing priorities and workloads in a fast-paced, demanding and client-focused environment. The ability to meet multiple and simultaneous deadlines, as well as perform equally well individually and as part of a team, is required. The successful applicant will be expected to go into all building areas, including mechanical and electrical spaces as required, for project coordination.Above average knowledge, skill and experience with AutoCAD and standard space database systems and programs is a requirement for the successful candidate.

 Additional Information: The ideal candidate is energetic, tactful and a highly organized and motivated individual with proven communication skills. Experience in an academic or health care environment would be an asset.

For more information, visit McMaster University for PROJECT COORDINATOR