



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

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Job Board Posting



Careers.Indigenous.Link

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CONSTRUCTION PROJECT COORD

Job ID	61831-2072	
Web Address	https://careers.indigenous.link/viewjob?jobname=61831-2072	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-04-18	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

General Description Responsible for applying specialized knowledge and understanding of financial policies and procedures to coordinate and prepare all stages of construction contract administration and related payments. Accountable for accuracy and compliance with existing guidelines, policies, and procedures. Responsible to perform a full range of administrative/financial duties that require a understanding of established functions, policies, and procedures. Accountable for priorities for contracts and design and construction operations and is responsible for providing direction to all stakeholders. Accountable for the project coordination and administrative duties to support the design and construction department under the direction of the Executive Director by applying specialized knowledge and understanding of financial policies and procedures at all stages of construction contracts administration for all McMaster Campus Projects.

Duties & Responsibilities

- Accountable for receiving, verifying and processing all payments various invoices, cheques, requisitions, PO.
- Summarize information relevant to the decision-making process and develop recommendations for final approval and implementation to the project managers and directors.
- Participate in the project development, evaluation, and review of institute resources.
- Communicate and work collaboratively with various internal and external organizations and departments.
- Coordinate all meetings between project managers, staff, and the high profile stakeholders; resolve scheduling conflicts to ensure all projects are on delivered on a timely manner.
- Facilitate and participate in meetings with various individuals including, but not limited to, program stakeholders and groups. Follow up as necessary with respective or potential partners.
- Assists in some project planning and implementation reviews, editing contracts and applications.
- Maintain a project checklist and budget for review to the Executive Director
- Exercise appropriate controls, monitor and reconcile both operating and project accounts
- Implement and maintain the budgets and expense reports.

- Create project projections and make adjustments to the project budget throughout the fiscal year.
- Ensure that financial accounts and reports are completed and managed competently and efficiently.
- Write a variety of documents including, but not limited to, reports, correspondence and minutes.
- Provide project managers with information regarding design and construction policies and information about program requirements.
- Gather and compile information required for a variety of documents and reports.
- Update and maintain records and databases for all project tracking
- Act as a liaison between the contractors and various stakeholders with regard to facility operations.
- Ensure adherence to health and safety requirements and maintain the training database for staff.
- Liaise with facility management such as coordination of moves etc. at the designated hospital site for project planning.
- Responsible to monitoring/completing periodic reviews, timelines for design and construction projects.
- Act as first point of contact for internal staff and many external agencies (government and private sector) and disseminate information such as project activities and events.
- Implement the planning, coordination and marketing of design and construction and media launches, seminars and conferences relating to the project focus.
- Coordinate multiple concurrent projects, develop and maintain project plans, prepare project status reports and keep management, clients and other interested parties
- Accountability that project work occurs within established budgets and timelines and communicate all issues or problems to management and all stakeholders.
- Responsible for problems that arise in the course of projects. Responsible for change and its effects on project resources
- Track and report on project progress between milestones.
- Provide analytical and administrative support to the Director and construction project staff and vendors to facilitate project progress,
- Responsible for all project contract managers with procurement processes and with maintaining and monitoring of vendors of record logs.
- Manage access program to coordinate contractor access on a day-to-day basis while ensuring security, risk, and compliance.
- Assist in building a network of stakeholders and collaborators and partners from other departments, other universities as well as government and private organizations.
- Provide functional guidance to others on an ongoing basis.
- Ensures adherence to quality standards and procedures for short-term staff.

For more information, visit McMaster University for CONSTRUCTION PROJECT COORD