**STRUCTURAL PROJECT COORDINATOR**

**OVERVIEW**

Lopes Limited is looking for a **Structural Project Coordinator.**

The ideal candidate is required to have 1+ years experience in industrial and/or mining projects as a project coordinator. We are seeking safety first minded people with good communication skills, attention to detail and can work in a team-based environment.

For over 40 years Lopes has been providing innovative solutions and quality workmanship for a wide array of projects in the industrial, mining, and commercial sectors. We’ve excelled in these fields and have a reputation for providing professional workmanship and superior quality. Relationships with our clients, subcontractors, and suppliers are founded on integrity and teamwork. These partnerships result in consistently delivering successful projects.

At Lopes we are also dedicated to our employee’s growth and development success through training and mentorship. We believe our people are our strongest asset.

**DESCRIPTION**

A Structural Project Coordinator is responsible for the full life cycle of a variety of projects with different complexity and size starting with the estimate proposal through the execution of the project. The individual will be responsible for the overall direction, coordination, implementation and completion of project deliverables ensuring consistency with company strategy, commitments, and goals. The Project Manager will need to maintain and foster relationship with clients, both internal and external.

**FUNCTIONS/RESPONSIBILITIES**

* Assist in managing project risks by thoroughly estimating the scope, specifications, market conditions etc. from budgetary information to set details
* Work with other departments and disciplines to optimize project deliverables
* Determine and implement the best course of action to have a project fabricated– from kickoff to post-mortem
* Perform material take offs from construction drawings (Mechanical & Structural) & review project specifications
* Plan, price and coordinate material, labour and outsourcing requirements
* Prepare, present and review project estimate considering scope and drawings
* Issue estimate proposals to clients
* Close/negotiate tenders with clients
* With the assistance of detailers transform the tender documents into workable production package for the shop to fabricate
* Procure materials and align subcontractors to meet project deadlines
* Liaise with clients to build and maintain a trusting relationship, and ongoing satisfaction
* Assist the Structural Project Manager in completing day to day functions which may include some administrative functions
* Manage project schedule. Ensure that production and shipping scheduling meet the client’s needs
* Communication through every facet and stage of the project; internal & external clients, internal production team, necessary vendors, subcontractors.

**QUALIFICATIONS**

* 1+ years of experience in project coordinator or structural estimating
* Engineering degree/diploma preferred or equivalent combinations of technical training
* Applicant must be able to read and understand Construction Drawings (Mechanical and Structural)
* Excellent oral and written communication skills
* Ability to work in both a fast-paced, team environment and/or independently
* Proficiency in the Microsoft suite, focusing primarily on Excel.
* Knowledge of steel fabrication methodologies
* Well organized, able to multi-task and have strong problem-solving capabilities

Please note that applicants must be legally entitled to work in Canada.

Lopes is committed to hire the most qualified individuals for each position based on experience and merit. Accommodation will be extended throughout the hiring process, as required and upon request.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.