Our client has an immediate **full-time permanent** opportunity available for a **Project Coordinator** in the **Saskatoon, SK office.** Our client is North America’s leading building contractor providing quality contracting services in the construction marketplace for over 30 years. Please keep in mind that this job is located in Saskatoon, SK.

**Responsibilities:**

* Responsible for reviewing work orders and shop drawings
* Ensure proper communication with clients by liaising with the Project Managers
* Effectively review estimates to analyze labour and material cost
* Wok together with contactors and suppliers to solve construction issues
* Evaluate project information in an effective manner
* Work with client on a regular basis

### **Your Capabilities and Credentials**

* 3 years’ experience in a Project Coordinator role in a Construction environment
* Architectural or Structural Technology Diploma or related academic courses or equivalent work experience
* Strong experience with glazing is required
* Solid blueprint reading skills needed
* Effective experience with Metal Panels, Roofing or the entire Building Envelope an asset
* Excellent multi-tasking and organizational skills
* Excellent verbal & written communication and interpersonal skills
* MS Outlook, Word, Excel skills required

Please submit resume to ashley@lakesearchgroup.com