

Hy-Mark
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Commercial Project Coordinator Wanted!

Change Your Career for the better.

We are currently seeking highly motivated individual to join our team in the full-time position of **Commercial Project Coordinator** in Guelph.

As a **Commercial Project Coordinator** you will assist with estimating and bidding, construction, commissioning and warranty, ensuring project documentation is organized and information flows throughout the project team efficiently.

The successful candidate for this role will demonstrate the following:

- Commitment to our organization's progressive culture, including our company Core Values
- Technology Degree or equivalent experience and knowledge, with 1-3 years' work experience in the mechanical design or construction field
- Accuracy in duties and responsibilities
- Proficiency in MS Office software; knowledge of AutoCAD would be an asset
- Valid driver's license is required for travel to construction sites
- Attention to detail and the ability to multi-task
- Motivation, integrity, and positive attitude
- Excellent interpersonal and communication skills (both verbal and written)
- Excellent computer and organizational skills
- Positive working relationships with co-workers / contacts
- Works well independently and as part of a team
- Flexibility to adjust core working hours as required
- Previous experience in HVAC and/or Plumbing construction is an asset

Join the Hy-Mark team by submitting your resume to hrinfo@hy-mark.ca.

We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted.

