

Job Opportunity

Title:	Senior Project Coordinator working in a structural steel fabricating environment.
Main Function:	Responsible for successful project outcome with respect to: Schedule (on-time delivery), Cost (within budget) and Performance (quality according to specification).
Terms of Employment:	Full Time
Salary:	To be negotiated, bonus
Experience:	Minimum (5) five years experience in contract management involving structural steel and metal. Steel detailing knowledge or experience is required.
Anticipated Start:	Immediately
Location:	Surrey, British Columbia

Competence Requirement:

1. Profit Oriented – understands pricing and billing procedures, budget conscious and constantly on the look-out for any cost impact on changes to original project plans and budgets and must continuously seek ways to quantify such cost to be recovered.
2. Excellent, Clear and Concise Communication Skills - Must be able to effectively convey company's message to the customer both written and verbal in an assertive, compelling and courteous manner. Strong negotiation and presentation abilities. Liaison activities with Project Owners, General Contractors, Architects and Engineers, Detailers, Sub-Contractors and other trades.
3. Planning, Organizing, Prioritizing – Plans and prepares detailing, fabricating and delivery schedules and milestones according to signed contract. Manages, directs and controls **changes** to the signed agreements. Responsible for proper control and maintenance of **RFI** (request for Information) and **CCN** (Contract Change Notification) modules. Responsible for monitoring **Change Orders**.
4. Logical thinker and able to make sound decisions.
5. Receptive to changes and welcomes suggestions and constructive criticism.

6. Can work in a stressful environment, ability to handle crisis situation.
7. System oriented, analytical and attentive to details.
8. Self confident with some entrepreneurial abilities.

Skills Requirement:

1. Excellent computer skills.
2. Working knowledge of construction related software such as XSteel, Fabtrol, AutoCAD, Strucad, Prosteel, Suretrack, MS Projects, Primavera, MS Office etc.
3. Proven ability in web-based communications and applications.
4. Technical knowledge of structural steel construction.

Education:

-Structural Engineering degree preferred.

-Completion of construction related degree or technical and/or vocational training.

Credentials:

-Diploma

-Certificate or license

-Memberships

-Courses

Please send resume to:

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ramon@worldfabricators.com

Or mail to:

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