

## PROJECT COORDINATOR

### ABOUT FLAT IRON BUILDING GROUP

Flat Iron Building Group Inc. is a commercial strategic consult, design, and build company headquartered in Toronto, Ontario. The company's mission is to inspire communities by cultivating a new standard. At Flat Iron, we place great emphasis on selecting our clients and forming project teams composed of the right individuals who are bold, open, and value community. Our approach emphasizes trust, honesty, and collaboration - because we know that the best outcomes come from strong, cohesive teams working toward a shared goal. Every day at Flat Iron we strive to overcome whatever stands in our way to get to something better. We're working to change the perception of our industry so that everyone has a story they love telling, not one that they wish would just go away. We're moving the dial on equality in our leadership and across our team, knowing there is still a long way to go. We're creating communities of people, not just places, by giving back, hosting events that keep us together, and elevating everyone who comes through our doors. We're building an Olympic level team because we know what's possible when you trust the person next to you.

### JOB TITLE

Project Coordinator.

### JOB OVERVIEW

The basic function of the Project Coordinator is to support on assigned projects and process all paperwork within defined timelines for start-up, project delivery, changes, submittals and closeouts of projects. They are to proactively escalate issues to the Project Manager and / or Director of Project Manager when timelines are slipping that will affect overall budget and schedule of the project, including close out.

### KEY RESPONSIBILITIES

#### At Beginning of Project

- Set up all standard documentation in Procore and SharePoint within the first week following project award including but not limited to the change log, submittals log, schedule and contact list.
- Read and understand contract details and update all standard documents with terms including profit, overhead and incidentals to add as standard to changes (i.e. supervision, insurance, bonding, etc.)
- Collect / prepare all required documentation on the project start up checklist within the first week of project award.
- Prepare site binders, first aid, signage, drawings, etc. for site super at the start of every project.

#### Sub-Trade Management

- Prepare and send out sub-trade purchase orders to all applicable trades and collect start-up documentation within the first week from purchase order issuance.
- Calendar sub-trade commitments and follow up on date due to reinforce accountability. Escalate to the PM and then Director as required to ensure due dates do not slip.
- Enforces contractual responsibilities with subcontractors

### **Project Change Management**

- Maintain the change log daily including status of RFIs, Quotes and Change Orders and following up on overdue items, escalating when deadlines are slipping.
- Distribute all documentation to affected trades within 24 hours of receipt of a CCN.
- Collect, negotiate all quotes for changes as required assessing the cost and schedule impact prior to bringing forward to the team.
- Issue quote to the Consultants and Client within 24 hours of receiving trade pricing.
- Issue Purchase Order Adjustment to trades within 24 hours of receiving signed Change Order from the client.

### **Submittals Management**

- Create and populate the submittals log within the first week of a project.
- Following up on trades for shop drawing submissions on dates agreed to in the trade mobilization call.
- Review all shop drawings and submit to Service Provider and Designers with 24 hours of receipt.
- Return all reviewed shop drawings and samples to the trades and request lead times.

### **Site Meetings**

- Attend site meetings as required and assist the Project Manager in producing and distributing site meeting minutes and updating Procore.
- Print and prepare meeting minute packages for both trade meetings and OAC meetings. If meetings are being held virtually, be prepared to share minutes on the screen for the team.

### **Financial Management**

- Review trade invoices including alignment to initial Purchase Order and approve Changes to the Purchase Order.
- Complete time sheets and log all time against jobs allowing for accurate job costing to identify areas to improve both efficiency and estimating (future).

### **Close Out Management**

- In conjunction with Site Managers and Project Managers, ensure to track and follow up on deficiencies until complete.
- Populate the closeout checklist for tracking, and upload to Procore.
- Request all warranty letters, maintenance manuals and as-built drawings from trades two weeks before substantial completion and follow up on or before due date. Escalate as required.
- Obtain Form 9 for substantial completion from design consultants and forward for publication.
- Review the closeout checklist and ensure all trades have submitted required documents.
- If requested by the client and design consultant, create closeout binders using stock inventory. Submit soft and/or hard copy closeout files to design consultants, client(s), and property manager.

### **Sub-Trade Management or Site Manager / Visits**

- Call your respective site manager at least 24 hours prior to attending site., print all respective documents/ changes/ RFI's that may need to be brought in to site.
- Ensure all trade form 1000's + SDS sheets are printed and brought to site.

### **General Tasks**

- Take all approved / signed documentation to site weekly and file in the site binder including but not limited to changes, purchase orders, shop drawings, etc.
- Assists the Project Managers and Site Managers with overall project performance including costs, schedule, quality and project status
- Develops and maintains excellent relationships with all members of the Flat Iron team as well as with clients, consultants (engineers, architects, designers, landlords, etc.) and sub trades (subcontractors, suppliers)
- Respond to all phone calls, emails, and texts within 2 business hours. Follow up all phone calls with emails detailing specific actions and deadlines.
- Prepare all paperwork required for permit submission and provide to site Supervisor.
- Sending/ courier samples to consultants as required.
- Other duties as required.

### **HOW WE DEFINE SUCCESS FOR YOUR ROLE**

- You embody Flat Iron's values – Bold, Open, and Community – in your work and interactions.
- Your organization and professionalism set you apart, producing high-quality work.
- Clients and colleagues describe you as positive, proactive, and reliable.
- You support an inclusive work environment that attracts and retains top talent.
- You adapt digital tools to enhance workplace innovation and continuously seek learning opportunities for professional growth.

### **QUALIFICATIONS**

- Diploma or Degree in Construction Management, Civil Engineering, Architecture, or a related field.
- 2+ years of experience in construction or project coordination roles.
- Familiarity with construction processes, contracts, and regulations
- Project management software (e.g., Procore, MS Project).
- Construction documentation (RFIs, submittals, change orders, contracts).
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook, Teams).
- Understanding of drawings, blueprints, and specifications.
- Ability to work in a fast-paced, team-oriented environment.

### **LOCATION**

This is a full-time, on-site role, located at our office in Etobicoke, Ontario.

### **SALARY + BENEFITS**

The salary range for this position is \$50,000 - \$80,000. Compensation will be determined based on relevant experience, skills, and internal equity. Our company offers a comprehensive benefits package, designed to support and reward our team members.

### **APPLICATION PROCESS**

Send resume to [info@flatiron.ca](mailto:info@flatiron.ca). Please note that only candidates selected for an interview will be contacted.

Thank you for your interest in joining our team. We appreciate the time taken to submit your application.