# Construction Project Coordinator

Job ID
**51649**

Tuci Construction Inc

VIEW THIS JOB ONLINE: https://mail.newcomersjobs.com/jobs/51649

| LOCATION | DATE POSTED | EXPIRY DATE |
|---|---|---|
| 4014 WHISPERING DRIVE EDMONTON, Alberta T6W 0T8, Edmonton, AB \| Alberta | 12-10-2026 | 10-04-2027 |

| TYPE OF JOB | SALARY | MIN. EXPERIENCE | MIN. EDUCATION |
|---|---|---|---|
| Full Time | CAD 91,000/Yearly | 3 years to less than 5 years | Bachelor's degree |

## Job Details

By email:

tuciconstructioninc@gmail.com

## Job Description

Tasks:

Establish and implement policies and procedures for quality control
Plan and prepare construction schedules and milestones and monitor progress
Develop risk management plans
Oversee the analysis of data and information
Prepare reports
Coordinate subcontractors activities
Evaluate daily operations
Direct the purchase of building materials and land acquisitions
Prepare contracts and negotiate revisions, changes and additions to contractual agreements

Specialization& Technology knowledge

Primavera
MS Excel
MS Outlook
MS Word

Transportation

Valid driver's license
Own vehicle

Work conditions and physical capabilities

Attention to detail

Combination of sitting, standing, walking

Work under pressure

Fast-paced environment

Personal suitability

Efficient interpersonal skills

Excellent oral communication

Flexibility

Organized

Team player

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