

Decon is a fast growing construction and project management company, completing hundreds of projects across the GTA annually.

This position will report directly to Project Managers in assisting with estimating, budgeting, and scheduling procedures.

Responsibilities:

- Maintain project documents that are intuitive, accessible, and organized
- Provide end-to-end support for estimating, scheduling, and project teams
- Have an interest in project profitability and profitability analysis
- Coordinate and maintain relationships with sub-trades
- Work with all departments within the group – accounting, process management, and executive management teams

Must Have:

- Post-secondary education - college or university preferred
- Superior organization skills and proof of organization
- Interest and curiosity in construction projects, large and small
- Great verbal and written communication skills
- 0-2 years of work experience
- Drivers license

Nice to Have:

- Microsoft Project experience
- Coordination and event planning experience
- Matterport operating experience

All interested candidates should e-mail their resumés to both e-mails:

E-mail title:

[Attn: JOHN LOONG] Project Coordinator Application

john@deconconstruction.ca

info@decongroup.ca