



Project Coordinator

Toronto, ON | Full-time

Greenspace Construction Inc. offers general contracting, construction management, and design-build services, with a focus on heavy civil construction and water / wastewater infrastructure projects throughout southern Ontario. We provide superior delivery of construction projects through strong communication, scheduling, contingency planning, quality control and onsite management.

At Greenspace, we pride ourselves on quality workmanship, focus on providing an environmentally sustainable future for construction, and an exciting and rewarding work environment with significant opportunity for growth.

The Opportunity: Project Coordinator

The Project Coordinator plays a vital support role within the construction team, reporting directly to the Project Manager. Acting as a key liaison between field operations, project management, and external stakeholders, this position is responsible for coordinating tender submissions, subcontractor communications, schedule management, and documentation control to ensure projects are delivered smoothly and efficiently. The ideal candidate brings strong organizational and communication skills, attention to detail, and a collaborative mindset, contributing to the seamless execution of construction activities from pre-construction through closeout. This role is essential to maintaining project timelines, supporting budget management, and fostering coordination among subcontractors, consultants, and internal teams.

ESSENTIAL FUNCTIONS:

- Communicate daily with the Project Manager, Estimator, and Project Director to review tender progress and identify upcoming opportunities requiring bid sheet development or other estimating support.
- Prepare bid sheets by extracting relevant specifications from tender documents and compiling comprehensive subcontractor lists.
- Manage all aspects of tender closings, including following up with subcontractors to confirm pricing, collect bid bonds, references, and any other required documentation.
- Collaborate with the Project Director to review subcontractor agreements and purchase orders prior to issuance, ensuring accuracy and alignment with project requirements.
- Support the Project Manager and Estimator in developing and submitting key project documentation, such as schedules, work plans, safety plans, and environmental plans.

- Issue owner-directed changes, such as site instructions and contemplated change orders, to relevant subcontractors and vendors.
- Maintain and regularly update the overall project schedule.
- Coordinate with the Site Supervisor to manage the activities of subcontractors and vendors.
- Maintain daily communication with the Site Supervisor and Project Manager to schedule work, strategize on project execution, and report on job progress, changes, and issues.
- Work collaboratively with subcontractors to resolve jobsite challenges as they arise.
- Track and compare estimated versus actual quantities of materials and work completed throughout the project lifecycle.
- Provide redlined as-built drawings and complete operations and maintenance (O&M) manuals as required.
- Attend and participate in site meetings with subcontractors and internal team members to ensure alignment and progress.
- Participate in owner and design coordination meetings alongside consultants and the Site Supervisor.
- Prepare RFIs and change orders for review by the team lead before submission to the owner.
- Assist the Project Manager/Estimator with preparing progress draws, collecting and organizing subcontractor invoices, and updating budget sheets for team lead approval.
- Perform other duties as assigned to support project success.

ROLE REQUIREMENTS / ABILITIES

Experience / Education

- Post-secondary education in Construction Management or Project Management
- Minimum of 2 - 5 years' experience as Project Coordinator (Heavy civil construction, mechanical, electrical, concrete, water / wastewater)

Skills & Abilities

- Previous work experience troubleshooting, diagnosing and resolving onsite issues with strong problem-solving skills
- Excellent verbal and written communication skills with ability to read construction design drawings and technical specifications
- Experience using Bluebeam Revu would be an asset
- Proficient in use of MS Office Suite (Excel, Project) and Google G suite
- Understanding of health and safety principles/ procedures/legislation per Ministry of Labour and Occupational Health & Safety Act
- Strong ability to prioritize and manage conflicting demands

- Experience working with subcontractors including issuing purchase orders and reviewing subcontractor agreements and scheduling
- Detailed understanding of construction life cycle from project start up to close-out
- Valid G driver's license
- Ability to legally work in Canada

WHY GREENSPACE CONSTRUCTION INC.?

- Opportunities to lead significant and complex projects.
- Flexible work schedule and remote work opportunities.
- A collaborative and supportive work environment, fostered by a strong team culture, open communication, and regular team-building activities.
- Competitive salary & bonus structure, recognizing and rewarding individual and team performance.
- Clear pathways for career advancement, professional development and mentorship opportunities.

How to Apply

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience to **careers@greenspacegroup.ca**. Please include "Project Coordinator Application" in the subject line.

Greenspace Construction Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

We appreciate the interest by all candidates however we will be contacting those that best fit the position requirements.

If you are selected to participate in the recruitment process, please inform Human Resources of any accommodations you may require. Greenspace Construction Inc. will work with you in an effort to ensure that you are able to fully participate in the process.