

Job Posting: Project Coordinator, Mechanical Estimating and Procurement

Company Information

Organization ACE Mechanical Ltd.

DivisionHead Office

Job Contact First Name Robert

Job Contact Last Name Fleming

Contact Title Project Engineer-Mechanical Estimating

Website <https://www.ace-mechanical-ltd.ca/>

Address Line One 3016 Monaghan Drive

City Halifax

Province / State Nova Scotia

Postal Code / Zip Code B3K 2V9

CountryCanada

Job Posting Information

Number of Positions 1

Job Location Halifax Regional Municipality (HRM)

Job Description

Company Overview/Background:

Ace Mechanical Limited was founded in the late 1970's and installs mechanical systems (plumbing, heating, ventilation, and controls systems) in multi-unit buildings including apartments, condominiums, and hotels.

Ace has been involved with many high-profile construction projects in Halifax and enjoys strong working relationships with some of the leading developers in HRM.

The Company has a union labour force and scales up and down quickly depending on site requirements. Another Company with related ownership, EFP Engineering Limited, provides mechanical and electrical consulting services.

Hours per day: Regular office hours are 7am - 3:30pm

Responsibilities:

- Work closely with the project management team to support the administration of projects from initiation, through all phases of construction to close-out
- Provide ongoing and prompt support to management, foreman, field staff and clients
- Coordinate with project team and external suppliers and subcontractors as needed
- Manage shop drawings, interfacing with vendors, wholesalers and engineers, to receive approved shop drawings and ensure equipment is ordered in a timely manner
- Assist Project Engineer in estimating, utilizing estimating software Quotesoft, to create material take-offs and labour allowances
- Manage material schedules, returns, and material transfers from project to project
- Submit invoices for approval; monitor rejected invoices and credits
- Assist in creating change orders, RFIs, and Site Instructions
- Support Site Foremen daily with material ordering, and project document review
- Periodic work at constructions sites to aid foremen with various tasks
- Assist in developing new standards, templates, processes, and procedures

Job Requirements

Qualifications - Skills Needed and Developing for the Role:

- Completion of a two-year college program in mechanical engineering or drafting technologist, with a focus in design of commercial and residential buildings, or equivalent knowledge developed from previous work experience or education (e.g. engineering degree)
- Entry Level or New Grad: 1-3 Years Experience
- Moderate proficiency with Microsoft Office 365 software (Project, Word, Excel, PowerPoint, Outlook) is required
- Very strong to excellent written and verbal communication skills
- Deadline driven and disciplined with a focus on supporting clients, management, and site personnel

- Experience with Procore, Trimble, SmartUse and other project software is considered an asset
- A good working knowledge of mechanical building systems
- Interest in learning about mechanical building systems
- Good to excellent problem solving and troubleshooting skills
- Very strong attention to detail
- Organized, effective in multi-tasking, and efficient in managing their time
- Ability to work independently on assignments with minimal supervision, while engaging others as required to overcome roadblocks
- Ability to provide and receive constructive feedback to improve the team's overall efficiency and function
- Ability to work outside of normal business hours, when necessary, to meet deadlines
- A valid driver's License.

What we offer:

A competitive compensation package based on experience.

Vacation allowances.

Comprehensive health and dental Benefits.

Defined contribution pension plan with employer contributions

Diverse team with a wide range of experience and expertise.

Exposure to a variety of projects.

Please submit cover letter and resume with application