



## PROJECT COORDINATOR

### SUMMARY

This position focuses on project and practice administration support functions in Calgary's Studio for Project Architects, Project Managers and Operations Manager. This position requires a person that is a team player, highly organized, has a strong attention for detail, has a positive attitude and is good at multi-tasking. This person should have a basic understanding of commonly-used concepts, practices, and procedures within the architectural or engineering field. This person will have a high maturity level, have strong communication skills, and be dependable.

Work tasks will be completed in a team environment supporting Integrated Design Management activities. This person will interact on a daily basis with the Project Architects, Project Managers and the Operations Manager. This person will work with Reception to facilitate flow of information and project documents. This person will assist the Operations Manager in setting up projects, assist monitoring project progress and assist the IDM Leadership.

### POSITION OVERVIEW

#### Project Administration/ Vision Implementation

- Ensure all project information files are in place, correct and updated (work plans, agreements/contracts)
- Complete formatting and typing for project reports and documents such as Building Permit Forms, ABC Schedules, PCN's, CO's, etc.
- CA support and assist such as logging and previewing shop drawings and RFI's
- Copying, faxing, scanning of project documents
- Collate and binding of documents
- Complete project filing
- IDM support and coordination (schedule design reviews and sealing of drawings)
- Project communication and liaison with Clients, Sub-Consultants and Government agencies
- Project Document Control as required

#### Administrative

- Market Research/Business Analysis on occasion, to support the firm's efforts related to land development, business development, etc.
- Coordinate and update sub consultant database (electronic and hardcopy)
- Coordinate & log outgoing and incoming Project Site Signs
- Coordinate and administer Professional Registration documents (land titles, etc.)
- Internet client/product/project research
- Assist other staff and execute other duties as required

## CHARACTERISTICS & SKILLS

- 5+ years administrative experience in an architectural, engineering or related work setting
- College / University diploma or degree or equivalent work experience.
- Strong problem-solving skills, natural ability to take initiative and ability to work independently.
- Able to organize and prioritize activities while successfully completing multiple tasks throughout the day in a fast-paced environment
- Has a strong attention for detail and following processes
- Strong written and verbal communication skills
- Team-player with a professional attitude fostering strong relationships with staff and consultants
- Demonstrated Applications of Microsoft Office Suite: Word, Excel and Outlook
- Practical understanding of InDesign & Photoshop would be an asset
- Ability to work with confidential material
- Ability to work under pressure with tight deadlines and work over time if required.
- Reliable and dependable
- Honest and trustworthy
- Respectful and demonstrates a positive attitude
- Has a strong work ethic and is willing to learn

Please submit your cover letter and resume to\*:

**MTA | Urban Design Architecture Interior Design Inc.**  
310, 625 11 Ave SW  
Calgary AB T2R 0E1

Email: [careers@mtalink.com](mailto:careers@mtalink.com)

\*Electronic submissions are preferred