

Project Coordinator – TYBO Contracting

Project Management – Lower Mainland, British Columbia

Are you a dedicated, organized, and motivated professional looking to build a long-term career in civil construction? Do you enjoy working with both office and field teams and take pride in keeping projects organized, on track, and well documented?

Join **TYBO Contracting** as a **Project Coordinator**!

As a Project Coordinator, you will support the Project Manager and project team throughout the entire project lifecycle, from project startup through completion. This position plays an important role in project administration, cost tracking, scheduling, procurement, document control, change management, quality, and client communication.

You will work closely with Project Managers, Superintendents, Foremen, Estimators, subcontractors, suppliers, consultants, and clients to ensure project information is accurate, organized, and communicated effectively.

The successful candidate will be highly organized, detail-oriented, proactive, and comfortable working in a fast-paced construction environment. This is an excellent opportunity for someone looking to develop their project management skills and grow into a Project Manager or other leadership role within TYBO Contracting.

Your Day-to-Day Will Look Like

- Assist the Project Manager with the planning, coordination, and execution of civil construction projects.
- Assist with preparation and maintenance of project execution plans, schedules, budgets, and project documentation.
- Organize and maintain project files, records, and electronic document management systems.
- Ensure project documents are saved, updated, distributed, and maintained accurately and promptly.
- Maintain current project documentation, including:
 - Drawings and specifications
 - Addenda and revisions

- RFIs and responses
 - Submittals
 - Change orders
 - Purchase orders
 - Subcontract agreements
 - Meeting minutes
 - Cost reports
 - Quantity tracking
 - Correspondence
- Assist with project startup and ensure required documentation and information are in place before construction begins.
- Track project quantities and production information and prepare summaries for project billing and cost reporting.
- Assist with monthly progress claims, client invoicing, and supporting documentation.
- Review subcontractor and supplier progress claims and invoices for accuracy and completeness.
- Assist the Project Manager with subcontractor and supplier procurement and coordination.
- Liaise with consultants, engineers, subcontractors, suppliers, and clients regarding project requirements.
- Coordinate RFIs, RFQs, change notices, design revisions, site instructions, and other project correspondence.
- Track and maintain change-order documentation and communicate potential cost and schedule impacts to the Project Manager.
- Assist with preparation and distribution of project meeting agendas and minutes.
- Participate in project meetings with internal and external stakeholders.
- Follow up on meeting action items and ensure outstanding items are tracked to completion.
- Assist with maintaining project schedules and tracking progress against milestones.
- Work closely with Superintendents and Foremen to obtain current field information, quantities, production data, and project updates.
- Routinely visit project sites and interact with field leadership and crews to better understand project progress and requirements.
- Support project cost control by tracking labour, equipment, materials, subcontractors, and production information.
- Assist with reviewing project cost reports and identifying potential budget concerns.
- Assist with project quality-control documentation and deficiency tracking.

- Support implementation of TYBO Contracting's health and safety program.
- Assist with preparation and organization of project turnover and closeout documentation.
- Assist with compiling final quality and project documentation for client turnover.
- Provide general technical and administrative support to the Project Manager and project team as required.
- Maintain professional communication with clients, consultants, subcontractors, suppliers, and internal team members.
- Proactively identify missing information, documentation gaps, potential risks, and issues and bring them to the attention of the Project Manager.
- Support the Project Manager and field team in resolving project issues and maintaining project momentum.

Qualifications

- **Experience:** Minimum 1–2 years of construction, project coordination, project administration, or related experience is preferred.
- Experience in civil construction, excavation, underground utilities, site development, roadworks, or infrastructure is considered an asset.
- **Education:** Post-secondary education in Civil Engineering, Construction Management, Engineering Technology, Business, or a related discipline is preferred.
- Equivalent combination of education and relevant construction experience will be considered.
- Valid BC Class 5 Driver's Licence.
- Must be legally eligible to work in Canada.
- Strong English communication skills, both written and verbal.

Considered an Asset:

- Experience working on civil construction projects in the Lower Mainland.
- EIT working toward a P.Eng. designation.
- CET, GSC, PMP, or other relevant designation.
- Experience with construction contracts and project administration.
- Experience with unit-rate contracts, progress claims, change orders, and cost tracking.
- Previous field construction experience.
- Experience working with subcontractors and suppliers.

Technical Skills

- Ability to read and interpret construction drawings, specifications, contracts, schedules, and project documentation.
- Strong understanding of construction project administration and document control.
- Ability to maintain organized electronic and hard-copy project files.
- Strong attention to detail when reviewing project documentation.
- Ability to track project quantities, costs, production, and progress.
- Understanding of construction cost reports and project financial information.
- Ability to assist with project schedules and track progress against milestones.
- Understanding of subcontractor and supplier procurement processes.
- Ability to review invoices, progress claims, purchase orders, and supporting documentation.
- Ability to prepare and maintain RFIs, RFQs, change orders, submittals, and other project documentation.
- Strong proficiency with Microsoft Excel, Word, Outlook, Teams, and other Microsoft Office applications.
- Experience with construction management software is considered an asset.
- Experience with HCSS, Microsoft Project, Bluebeam, or similar construction software is considered an asset.
- Ability to prepare professional correspondence, meeting minutes, reports, and project documentation.
- Understanding of quality-control and project closeout requirements.
- Ability to analyze project information and identify inconsistencies, missing information, and potential issues.
- Strong data-entry and document-management skills.

Interpersonal Skills

- Highly organized with strong attention to detail.
- Excellent written and verbal English communication skills.
- Comfortable working in a fast-paced, deadline-driven environment.
- Ability to manage multiple priorities and meet deadlines.
- Strong problem-solving and analytical skills.
- Proactive approach to identifying potential project issues.
- Comfortable working collaboratively with Project Managers, Superintendents, Foremen, and field crews.
- Strong relationship-building skills with clients, consultants, subcontractors, suppliers, and colleagues.
- Professional and respectful communication style.

- Good listener with a willingness to learn from experienced project and field personnel.
- Ability to work independently while knowing when to ask questions or escalate an issue.
- Responsive and dependable.
- Strong sense of ownership and accountability.
- Ability to handle confidential and commercially sensitive project information professionally.
- Comfortable participating in difficult or challenging conversations when required.
- Willingness to learn new systems, processes, and construction practices.
- Demonstrates initiative and looks for ways to improve project organization and efficiency.
- Desire to develop professionally and grow within TYBO Contracting.

What You Can Expect at TYBO Contracting

- Competitive compensation packages
- Extended health benefits
- RRSP program with employer matching
- Team building and social events
- Training, development, and mentorship opportunities
- Opportunities for career advancement
- Hands-on exposure to civil construction projects
- Opportunities to develop both project-management and field-construction knowledge
- A collaborative and supportive work environment
- Work-life balance
- Strong focus on safety, quality, and professional development
- Opportunity to work closely with experienced Project Managers and field leaders
- A company culture that values hard work, accountability, teamwork, and continuous improvement

Only candidates residing in the Lower Mainland of British Columbia will be considered. TYBO Contracting does not currently offer camp or LOA accommodations.

About TYBO Contracting

TYBO Contracting is a growing civil construction company serving the Lower Mainland of British Columbia. We specialize in civil construction, underground utilities, excavation, site development, earthworks, and infrastructure projects.

Our success is built on quality workmanship, strong relationships, safety, and the people who make up our team. We are committed to creating a workplace where employees can develop their skills, take on responsibility, and build long-term careers.

Project Coordinators are an important part of our project-management team. They help connect the office and field, ensuring that project information, documentation, costs, schedules, and communication are kept organized and up to date.

At TYBO Contracting, we believe the best Project Coordinators develop a strong understanding of both **project management and field operations**. This position provides an opportunity to work directly with Project Managers, Superintendents, and Foremen while developing the technical, organizational, and commercial skills required to progress into future project-management roles.

We are looking for someone who is motivated to learn, takes ownership of their work, pays attention to detail, and wants to grow with a company that values its people.

Join the TYBO Team

If you are organized, motivated, detail-oriented, and looking to build a career in civil construction project management, **we want to hear from you.**

Join TYBO Contracting and develop the skills, experience, and relationships needed to build a long-term career in the construction industry.

Apply with your resume today!