

# MCCORMACK

Company: McCormack

Position: Preconstruction Coordinator

Employment: Permanent full-time position

Salary: Based on level of experience

Location: Based in Abbotsford, VIC 3067

*"We help you realise your vision, creating amazing spaces to be proud of"*

**McCormack** is one of Australia's leading family-owned building services companies. We specialise in the fit-out and refurbishment, asset repositioning, design and construct and heritage restoration.

McCormack has a strong commitment to the development and wellbeing of our team members. We operate under certified quality, environmental and safety management systems, and have an exciting opportunity for a **Preconstruction Coordinator** to join our Design & Service Team in Melbourne. This role will operate between the estimating and project delivery phases of the project lifecycle and will report to the Design & Service Manager.

The Preconstruction Coordinator role is responsible for supporting the project management process by means of:

- obtain and maintain final construction documentation, including building permits, and associated schedules
- assist with the handover between the Estimating and Projects teams to ensure a smooth transition to the construction phase
- assist with the design and project planning phase to determine timelines & meet client specifications
- review and track budget changes against original submission costs in relation to design & service scopes

Successful applicants must have:

- Relevant qualifications in Building & Construction, or Project Management
- 1-3 years' experience in estimating construction work and project coordination
- Current Construction White Card
- First Aid Certificate Level 2 or willingness to attain
- Willingness to learn project management and develop your skills
- Familiarity with Procore and other applicable online project management systems is preferred
- Demonstrated experience reviewing project contracts
- Strong organisational and communication skills
- Ability to work under pressure and meet deadlines

This position offers the chance to be part of a friendly, supportive, tight-knit team, learn a variety of new skills, and utilise your passion for project management. Your strong organisational and leadership skills, along with your ability to work autonomously will stand you in good stead.

McCormack offers the opportunity to work with a highly regarded, socially responsible organisation with a strong commitment to investing in the development of all our team. We believe investing in our teams is an investment in our future.

McCormack is proudly an equal opportunity employer. You must have the right to live and work in Australia to be considered for this position.