

MCCORMACK

Company: McCormack

Position: Project 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 **Project Coordinator** to join our Projects Team in Melbourne. This role will operate within a team of Project Managers and Project Coordinators, which report to the Senior Project Manager.

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

- effectively coordinating the engagement of subcontractors and suppliers
- monitoring project activity to meet timelines & client specifications
- ensuring quality control and budgeting to meet client expectations
- maintaining records, reporting progress and financial updates to the client and the accurate processing of claims and invoices

Successful applicants must have:

- Current Construction White Card
- Diploma of Project Management
- First Aid Certificate Level 2 or willingness to attain
- 1-3 years' experience in a project coordinator/contract administrator role
- 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 and processing invoices
- 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.