

# PROJECT COORDINATOR

The Project Coordinator is primarily a support role within the delivery team which provides exposure to all facets of the Chroma Group Project Delivery Model. People in this role are genuinely inquisitive, have a desire to continually learn and to develop their construction knowledge.

Key tasks are grouped into the below categories:

- Financial & Contract Administration
- Client & Stakeholder Relationships
- Quality
- Site Administration
- Safety
- Environment

## Key Behaviours and Skills

- In all activities, work towards creating a climate of mutual trust.
- Completing the project in compliance with the clients/ stakeholder expectations of time and quality.
- Promoting a friendly professional working relationship with clients.
- In all circumstances, is inclusive and non-discriminatory
- Operates with the view to go above and beyond in all tasks with the view of improving client experience and project outcomes
- Understands the importance of collaboration and promoting a supportive working environment
- Intermediate to advanced computer skills.
- Analytical and process orientated.
- Motivated with a willingness to learn and develop.
- Strong written communication and interpersonal verbal skills.
- Ability to remain productive whilst working independently.
- Versatility to adapt to changing conditions and working environments.

## Required Qualifications, Knowledge and Experience

- Formal qualifications in Building, Construction, Engineering, or a Property/Project Management desirable
- Working experience in MS Office Suite, MS Project and in Procore desirable

## Chroma Group provides all team members with:

- Access to Lifeworks EAP, offering mental and physical wellbeing resources
- Access to Women in Leadership Program
- A 'No-Weekends' Policy
- Anniversary Dinner Bonus

