

Project Coordinator – Hamilton, ON

Durisol Noise Barrier Systems is the market leader in the noise barrier and retaining wall industry. Our company designs, supplies, and installs proprietary noise and retaining wall systems, including precast absorptive noise barrier panels, transparent noise barriers, fire-rated barriers, and earth retention systems. We perform all duties associated with our systems, including sales, project management, engineering/design, manufacturing, purchasing, and construction support.

We are seeking a self-motivated, profit-driven, and customer service-based person to join the Project Management department as a **Project Coordinator** based out of our Hamilton, Ontario location. The Project Coordinator reports to the Director of Project Management and is responsible for supporting the Project Management team in planning, executing, and delivering projects on time, within budget, and in accordance with specifications.

PRINCIPAL RESPONSIBILITIES:

- Support Project Managers in executing all phases of construction projects, including kickoff meetings, project system setup, interdepartmental coordination, cost forecasting, material procurement, production planning, and progress reporting.
- Take ownership of assigned projects, managing them through the full project lifecycle with minimal supervision.
- Collaborate closely with internal departments — including drafting, engineering, procurement, manufacturing, and field operations — to ensure seamless project execution.
- Build and maintain strong relationships with clients & subcontractors by delivering timely, cost-effective, and service-focused support.
- Identify potential project risks and challenges early, and work with the team to develop and implement mitigation and contingency plans.
- Assist with on-site issues under the direction of the Project Manager.
- Monitor and manage project deliverables including schedule, budget, financial forecasting, invoicing, accounts receivable, and change order tracking.
- Interpret and apply contractual terms and proactively identify and secure change order as needed.
- Maintain accurate and up-to-date project documentation and ensure effective communication of all project-related materials.
- Ensure compliance with project requirements and contractual obligations throughout the execution phase.
- Travel within Canada and the United States as needed to support project needs.
- Perform additional duties as required to support project success.

DESIRED APPROACH TO MANAGING PROJECTS

- Take full responsibility for the actions of the project team and the project's performance
- Exercise influence, control, and authority to ensure timely decision making in managing issues, risks, changes, and project performance
- Pursue best-in-class quality in our project deliverables, communications, and services to both our external and internal project stakeholders
- Create a solution-oriented environment that adapts to the project needs, and where communication and transparency are encouraged
- Be fiscally responsible for the project budget, and demonstrate a strong command and understanding of the project's financials, and investigate and flag issues when they arise

KEY QUALIFICATIONS

- A bachelor's degree in civil engineering or construction management is required
- 3-5 years of experience in construction project coordination or a similar role. Preference will be given to those applicants who have experience in precast, infrastructure, or transportation sectors.
- Experience with Metrolinx and MTO projects (or similar) is an asset
- PMP certification is preferred
- Broad technical background and strong technical aptitude (i.e. conversant with construction drawings, specifications, codes, health & safety regulations, procedures, and standards)
- Ability to read blueprints, schematics, field drawings, and plans
- A basic knowledge of contract law and working with confidential data/information
- Proficient in Critical Path Method Scheduling
- Strong proficiency in Outlook, Word, Excel, Adobe, Bluebeam & AutoCAD
- Must have a valid G driver's license, a responsible driving record, and own a reliable vehicle
- Excellent Document Hygiene
- Strong organizational and planning skills
- Excellent written and verbal communication skills
- Attention to detail and problem-solving skills
- Excellent time management skills
- Ability to prioritize work and work well under pressure
- Team player with a high level of dedication

PRIMARY INTERACTIONS

The position requires daily interaction with the Project Management Team, Engineering & Drafting Team, Procurement Team, Construction Team, and Manufacturing Plants. It also includes extensive interaction with Sales, Estimating, Finance, MTO, design consultants, and outside general contractors & subcontractors.

WORKING CONDITIONS

- Physical Effort – Most of the time will be spent in the Hamilton office and/or job site visits. There is an occasional need to move or lift light articles. It is necessary to attend conventions or sales meetings where the time will be more than 8 hours per day. Occasional visits to manufacturing facilities will occur.
- Mental Stress – There is pressure from various sources for results. Pressure becomes pronounced on occasion, for example, when bids need to be completed ahead of a deadline and may be accompanied by confrontation or a similar situation.

Durisol Ltd. is committed to meeting the accessibility needs of persons with disabilities in an effective and timely manner in accordance with the applicable standards set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. We foster an inclusive organizational culture as an Equal Opportunity Employer.

If you, or anyone you know are interested in this amazing career opportunity, please submit your resume to Kim Greenland at kgreenland@ekhois.com by no later than June 27, 2025.