



Job title: Junior Project Coordinator
Reporting to: Managing Director, Consulting
Department: Consulting Services
Location: Hybrid

Summary of Role:

The Mayhew Junior Project Coordinator's mandate is to achieve complete client satisfaction through the administrative support of Mayhew's Consulting and Operations Teams, External Consultants and Customers. Reporting into the Managing Director, Consulting, the Junior Project Coordinator's requirements are to ensure that all deliverables are met while ensuring complete client satisfaction both, internally and externally.

Duties & Responsibilities:

Include but are not limited to...

- Provide the highest level of client service
- Cultivate / foster long term continuous business relationships with clients, vendors, supplies and trades
- Act as a liaison between the Clients, Corporate Account Managers, Business Development Managers, Operations Team, Interior Design Consultants and the overall project team
- Continue to nurture relationships with internal customers through collaboration with all associates
- Working knowledge of all Mayhew services and the development / processing of these consulting contracts, monthly progress draws and validation and processing of sub-consultant invoices
- Execute accurate site verifications, document existing conditions for the preparation and assembly of contract documentation, inventory and equipment assets
- Develop scope of work for RFP documents. Coordinate with the Client's procurement team in the development of the final document. Review and evaluate RFP submittals and make recommendations for award to Client.
- Participating in client kick-off meetings to ensure preparation of and distribution of proper documentation
- Maintain profitability spreadsheets for all projects and monitor profitability of project. Advise main project lead of any concerns regarding the profitability of the project
- Maintain a log of Contemplated Change Notices and Site Instructions
- Receive and review Contemplated Change Notices and Site Instructions, confirms trade distribution with Project Manager
- Distribute CCN/SI's to the applicable contractor(s) copying members of the project team (*Client, Construction Manager, Site Supervisor, Project Manager if applicable, Architect (if applicable), Contracts Manager, Designer(s)*)



- Update CCN log to reflect pricing returned from trades and obtains pricing approval from the appropriate team members: Project Manager (if applicable), Architect (if applicable), Construction Manager, Engineer (if applicable) and Designer
- Prepare electronic quotation package and forwards to Client (or Project Manager if applicable) for approval to proceed with work
- Review any CCN's not approved by the Client with the Construction Manager to ensure the CCN is still valid. Follow up with Client for legitimate CCN's with outstanding approvals. Enlist assistance of Contracts Manager as needed
- Send reminder notices to Trade Contractors advising them of month end deadline for submitting progress invoices
- Monitor WSIB and Insurance Status of Trade Contractors to ensure that documentation remains current and contact trades for updates to documentation. Provide updated documentation to the Finance Team
- Review trade progress draws to ensure the correct purchase order number is on the invoice. Ensure contract value of the invoice matches the value of the purchase order issued and that the invoice value does not exceed the remaining balance. Identify any charges related to CCN's that have not been approved by the client and bring to the attention of the Project Manager
- Ensure that contractors provide statutory declarations as required for 2nd and consecutive draws on a project
- Turn validated vendor invoices over to Project Manager for review
- Meet with Project Manager to review billing reports and determine values to invoice to client
- Assist with processing of trade progress draws with the Finance Team
- Distribute deficiency lists with appropriate letter to contractors. Follow up with the Project Manager
- Collect project close out documentation from the contractors and prepare project close out binders. Follow up with trades that are not submitting documentation, forward list of delinquent trades to the Project Manager
- Successfully handing and managing multiple projects / activities at one time
- Focused on resolving conflicts and settling disputes that impact business
- Demonstrate a high standard of professional ethics and fairness
- Identifying own professional development needs

Qualifications:

- Graduate of a College or University diploma and/or degree program in the field of Interior Design and/or Project Management
- Minimum of 2+ years experience in the fields of interior design, architecture, project management, construction and/or engineering
- Working knowledge of architecture, interior design, project management and construction activities
- Proficient in Microsoft Office applications (*Outlook, Excel, Word, PowerPoint, and Project*)
- Excellent organization and time management skills
- Excellent oral and written communications skills

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- Demonstrates the ability to work effectively in a team environment
- Strong critical thinking skills