



Project Coordinator

We are seeking an experienced Project Coordinator who will provide technical and administrative support to the Director of Construction.

The role and attributes:

- Centralized production scheduling
- Document control and management
- Health and safety reporting
- Administrative support
- Previous experience in a project coordination role
- Construction experience or a demonstrated interest in the industry is an asset
- Proficient with Microsoft Suite of Products – including MS Project
- High degree of sensitivity to the importance of confidentiality and discretion in handling tasks and responsibilities

About eQ Homes:

- Builder of Choice in the National Capital Region.
- We build lifestyle communities throughout Ottawa.
- We are committed to the best customer experience in Canada!

Please email your cover letter and resume to
jointheteam@eqhomes.ca