

Administrative Coordinator

Winnipeg, MB · Full-time · CAD 40k–48k

Administrative Coordinator (Project Documentation Support)

Location: Winnipeg, MB

Salary: \$40,000 - \$48,000 CAD + Performance-Based Bonus Potential

Benefits: Dental, Vision, PTO, Sick Time, On-Site Parking

Job Type: Full-Time | On-site

Typical Hours: Monday - Friday, 8:00 AM - 4:30 PM CT

Start Date: ASAP

Sponsorship is not available

Administrative Coordinator Description

Our client in the mechanical and electrical contracting industry is looking for an Administrative Coordinator to join their team in Winnipeg, MB. In this role, you will work alongside another team member to organize project documentation, support submissions for bids/RFPs, maintain records, and assist project managers with day-to-day administrative needs across a variety of construction projects. Our client is looking for someone with administrative support experience, proficiency in Microsoft Office, and the ability to manage a variety of tasks and deadlines. Construction experience is not required, as training and established processes are provided. To be successful, you must be organized, detail-oriented, comfortable working independently, and able to communicate effectively with colleagues and clients. This is a great opportunity to join an established company with a collaborative, close-knit office environment, consistent weekday hours, and potential for career growth.

Administrative Coordinator Responsibilities

- Organize, maintain, and update construction project documents and records
- Assist project managers with tender submissions and bid documentation
- Collect and distribute shop drawings, submittals, and project correspondence
- Track project information, vouchers, and timesheets
- Maintain accurate project records and tracking spreadsheets in Excel
- Coordinate contract documents, insurance certificates, and project files
- Prepare and combine PDFs, transmittals, and project manuals
- Communicate with project managers to track deadlines and missing information
- Support general office administration and provide occasional reception coverage
- Assist with internal software updates and project coordination tasks

Administrative Coordinator Qualifications

- 1+ years of administrative support experience required
- Experience managing multiple varied administrative tasks and deadlines required
- Proficiency with Microsoft Word, Excel, and Outlook required
- Strong organizational skills and attention to detail required

- Clear verbal and written English communication skills required
- Ability to work independently and collaborate with colleagues required

Apply: <https://twonice.hire.trakstar.com/jobs/fk0zn4l/?apply=true>

Your search team



Patrick Cahill
President



Nirño Sanchez
Sourcer



Alden Tavas
Senior Recruiter



Stephanie Allison
Client Manager