

CARM Project Coordinator Role Description

The Construction Association of Rural Manitoba is adding another member to our team. We are currently seeking a **Project Coordinator** for the Brandon office. Although experience in the construction industry is not mandatory, this unique position does require an individual with keen attention to detail, exceptional organizational skills and an affinity to working with technology on a daily basis. The focus of this role includes:

- Providing exceptional service to the CARM membership by managing rural Manitoba construction project tender information, from start to finish.
- Providing exceptional customer service to construction project owners and tender authorities by entering project information in an immediate and accurate manner.
- Following specific guidelines, entering construction tender information to the BuildWorks Canada platform including plans, specs, addenda and amendments.
- Sourcing tender opportunities across Rural Manitoba.
- Collecting and entering bid award information in a timely manner.
- Scanning and printing construction documents.
- Managing the CARM document lending library.
- Assisting customers in purchasing CCA and CCDC documents and seals.
- Creating and circulating weekly Open Project and Bid Award Bulletins for CARM members.
- Facilitating platform orientation sessions and providing technical support for the membership.
- Maintaining highly accurate records.

This is a full-time term position, Monday – Friday, 8:00 am to 4:30 pm with potential for permanent employment. CARM supports employees with an excellent benefits package, RRSP program, construction-related education and training opportunities. Other duties may be assigned at times, demonstrated teamwork skills are essential. The wage for this term position is negotiable, depending on experience, but will not exceed \$50,000.00 per year if offered permanent employment.

Skills and Education:

- Completion of Business Admin or Business Technology is preferred but other combinations of education and experience will be considered
- Extreme attention to detail and highly organized
- Demonstrated proficiency in MS Office Suite
- Ability and desire to aggressively research
- Ability to work independently but also able to take direction
- Willing to learn

Please send **cover letter and resume** to [**executive.director@carm.ca**](mailto:executive.director@carm.ca)

Thank you to all interested applicants but only those considered for an interview will be contacted.