Igloo Building Supplies Group Ltd. is the Northern Industry Leader, serving the Canadian Arctic market for over 65 years. We provide turnkey supply-chain, crating, packaging, marshalling and logistic services to our clients. Our Igloo team strives to provide excellent customer service support along every step of the way, by planning and paying attention to every detail.

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## Position: Modular Project Coordinator

**Location: Long Sault, ON**
**Department: Modular**
**Reports To: Project Manager**

The Modular Project Coordinator provides administrative and coordination support for modular construction projects from project award through completion. This role is responsible for tracking project activities, coordinating communication between departments, maintaining project documentation, assisting with purchasing activities, and helping ensure materials, schedules, and deliverables remain organized and on track.

The ideal candidate is highly organized, detail-oriented, and enjoys coordinating multiple moving parts in a fast-paced construction environment.

## Key Responsibilities

- Act as a primary liaison between the QA/QC team and Project Manager, ensuring all quality documentation, inspections, testing reports, and project records are completed accurately and submitted within required timelines.
- Develop and maintain detailed project schedules in collaboration with Project Managers, subcontractors, and key stakeholders, establishing clear milestones, deliverables, and definitive project timelines.
- Compile, coordinate, and produce Operation and Maintenance (O&M) Manuals, ensuring all as-built documentation, warranties, product data, testing reports, and maintenance procedures are completed and submitted in accordance with project requirements.
- Schedule and coordinate internal project meetings.
- Prepare meeting agendas, minutes, and follow-up action lists.
- Maintain comprehensive testing and commissioning records, ensuring all project quality and compliance requirements are properly documented and readily accessible.
- Assist with the procurement of materials and project components.
- Create and track purchase requisitions and purchase orders.

- Monitor material lead times and delivery schedules.
- Follow up with suppliers regarding outstanding orders and shipments.
- Coordinate with Purchasing to ensure materials arrive as required.
- Coordinate freight, shipping, and delivery schedules for modular projects.
- Track material shipments to project sites and remote communities.
- Maintain shipping documentation and delivery records.
- Work with suppliers, carriers, and project teams to resolve delivery issues.
- Assist with marshaling, staging, and transportation planning.
- Communicate project updates and material status to internal stakeholders.
- Respond to routine project inquiries and requests for information.
- Support customer communication regarding schedules and deliveries when required.
- Maintain project submittals, specifications, drawings and change documentation when required.
- Ensure project records are complete and organized.
- Track approvals and outstanding documentation.
- Coordinate distribution of project information to required parties.
- Prepare weekly project status reports.
- Track open action items and follow up with responsible team members.
- Maintain project dashboards and project tracking tools.
- Assist with gathering information for management reports.
- Monitor the documentation progress throughout the project lifecycle and proactively identify potential delays to ensure successful project closeout and client handover

## Qualifications:

- 2+ years of experience in administrative, coordination, construction, logistics, or project support role would be considered an asset.
- Diploma in Business Administration, Construction Administration, Project Coordination, Supply Chain, or a related field would be considered an asset.
- Experience in the building supply or construction industry would be considered an asset.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to prioritize and manage multiple tasks simultaneously.
- Strong problem-solving abilities.
- Proficiency with Microsoft 365 Office, particularly Excel, Outlook, Word, and Teams.
- Experience in quality assurance, quality control, or a similar role
- Excellent attention to detail and problem-solving skills.
- Strong analytical and data interpretation abilities.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.

16255 County Rd #2
Long Sault, Ontario
K0C 1P0

## Work Environment:

- Full-time position with regular business hours.
- Occasional travel may be required to attend trade shows.
- Overtime may be required based on order volume and Sealift deadlines.

We offer on-the-job training, competitive pay, benefits, and opportunities for growth. If you are a motivated individual looking for a rewarding role, apply today!

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