

# Project Coordinator/Junior Project Manager

Bennett Design Associates – Greater Toronto Area, Ontario

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Bennett Design Associates is an award-winning interior design firm that understands the balance between design as an art and design as a construction tool. We strive to create a work environment focused on work-life balance, positive attitude and a commitment to making the world a better place. If you are interested in helping foster these great company values, consider applying!

## WHAT YOU'LL BE DOING

We are seeking a Project Coordinator/Junior Project Manager to deliver the administrative framework for all project activities from initiation to completion, provide coordination support for large clients with multiple projects and track the tender process through all stages. The successful candidate will work closely with the Project Manger in the coordination of all project-related tasks. These responsibilities include:

### Project Initiation

- Attend client meetings, take meeting minutes, set-up project files and request fee proposals
- Subcontract creation and administration
- Track tendering process for all projects

### Contract Coordination

- Coordinate and manage subcontractor invoices according to contract
- Update and maintain MS Project schedules and spreadsheets for projects
- Liaise with the Design Team and sub-consultants to administer Change Orders and Certificates of Payment, ensuring they are approved accordingly
- Maintain project binders and all network folders
- Issue Additional Service Requests (ASRs) for all clients

### Project Completion

- Coordinate and issue close-out binders and all related documentation

## WHAT WE REQUIRE OF YOU:

Postsecondary education in Business Administration, Project Management or a related field is required

A minimum of 2 years of project coordination experience

Knowledge of project management methodologies

Basic understanding of construction terminology

Knowledge and/or some working experience of MS Project is an asset

Intermediate skills using Microsoft Excel

Exceptional interpersonal skills and the ability to work effectively with people at all levels

Strong organizational and time management skills with proven efficiency to handle multiple projects at one time, both independently and in a team-based environment



**BENNETTDESIGN**

10 Douglas Road, Uxbridge, ON L9P 1S9

Tel: 905-852-4617

bennettdesign.ca

# Receptionist/Administrative Assistant

Bennett Design Associates – Greater Toronto Area, Ontario

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## HOW TO APPLY:

Qualified candidates may send their applications including a resume and cover letter to [careers@bennettdesign.ca](mailto:careers@bennettdesign.ca)

We encourage you to visit our website at [bennettdesign.ca](http://bennettdesign.ca)

**Job Type: Full Time**

**Job Location: Toronto, ON**

Bennett Design is an equal opportunity employer and is committed to providing a recruitment process that is inclusive and accessible for all candidates. Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process.

We thank all applicants for their interest in a career with Bennett Design. Only those selected for an interview will be contacted.

*Bennett Design is committed to providing an accessible workspace. Accommodation is available upon request for candidates taking part in all aspects of the selection process. Should you require accommodation please notify us.*



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