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## **Project Expeditor/Procurement Coordinator**

### **Summary:**

The Project Expeditor/Procurement Coordinator is responsible for materials management and logistics for the project. He/She must ensure appropriate inventory levels are maintained and that proper tracking, documenting and reporting procedures are met. He/She is responsible for coordinating stock, distributing tools, materials, parts and consumables for the project.

### **Responsibilities & Duties:**

- Coordinate inventory, distribute tools, materials and consumables to workers for the project.
- Complete Purchase Order Requisitions (PORs) for supplies and materials and establish their sequential delivery dates in accordance to job order priorities and material availability.
- Track status of all orders; record shipping and receiving dates and closely monitor back-orders.
- Ensure all packing slips are recorded, scanned, packaged and delivered to corporate office.
- Examine material delivered to the job site to verify conformance to specifications, ensuring both quantity and quality of items.
- Arrange project transfer of materials to meet construction schedules.
- Determine amount of material required to complete job orders, applying knowledge of construction processes.
- Ensure all incoming mobile equipment is certified and ready to be used.
- Compile and maintain manual or computerized records, such as material inventory, and status and location of materials.
- May arrange for repair and assembly of material or part.
- May monitor and control movement of material and parts on project.

### **Job Specifications:**

- Minimum two (2) years of relevant work experience
  - Must be health and safety conscious; acting in a manner that ensures the health and safety of self and others
  - Must be proficient in MS Office
  - Excellent verbal and written communication skills
  - Excellent ability to multi-task in order to successfully manage different assignments simultaneously
  - Accurate and efficient keyboarding skills
  - Ability to multitask and prioritize
  - Must possess a valid Class - G Ontario Driver's License
  - Ability to travel and work on project site
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