

## **INDUSTRIES CAMA**

Entrepreneur général

### **Job Opportunity: Commercial Project Coordinator**

#### **About us**

CAMA Industries is first and foremost a team of passionate people who contribute to building vibrant, people-centered communities. Our teamwork maximizes our efficiency and enhances our ability to meet the challenges that match our employees' skills. Every day, we support the dreams of some 75 commercial and residential construction sites in the greater Outaouais and Ottawa regions. Our vision is to stand out as THE trusted partner in construction projects. To achieve this, we seek to surround ourselves with the best.

#### **Position to be filled**

CAMA Industries, a general contractor working in commercial and residential construction in the Outaouais region for over 20 years, is currently seeking for a **Commercial Project Coordinator for a full-time position.**

#### **Job description**

The person we are looking for must have skills related to Management:

- Administrative management of projects (QRT/DA/FT)
- Management and communication with all project stakeholders
- Management of directives

#### **Collaboration**

- Collaboration in drawing up the project schedule
- Collaboration in the management of site activities
- Assist foreman in various administrative tasks
- Solving technical problems on site

## **Requirements and qualities**

The education required for this position is at College, CEGEP or University level (architecture, civil engineering, etc.).

85% of our customers are French-speaking, and the person we are looking for must be able to respond to requests in French.

Experience in the construction industry is required.

The person we are looking for will be respectful of colleagues and customers. Their ability to work as part of a team will enable them to meet challenges through collaboration, open communication and knowledge sharing.

The person must demonstrate a commitment to respecting standards, processes and deadlines to ensure the highest standards of quality are met in a safe and healthy work environment.

CAMA Industries offers:

- Total compensation of between \$50,000 and \$80,000
- Paid leave with cash benefits
- Flexible working hours
- Insurance
- RRSP contributions
- Team, social and family activities
- A relaxed work environment
- Opportunities for advancement
- Excellent work-life balance

To join our team, simply submit your application to Guylaine Côté either by:

- E-mail: [gcote@cama-industries.com](mailto:gcote@cama-industries.com)
- Mail or in person: Industries CAMA, 800-A de Vernon, Gatineau (Quebec) J9J 3K5

Job posting ends April 11, 2005