



KDFN EMPLOYMENT OPPORTUNITY

Position: Project Coordinator Trainee

Company: Ketza Construction

Duration: Full-time 20-month term

Start: As soon as possible

Wage: \$25+/hr, depending on experience

This is a 20-month term position starting as soon as filled. The position is a trainee project coordinator position with Ketza Construction Corp and will be focused mainly on assisting to coordinate the construction of a new City of Whitehorse Operations Building.

As the successful candidate, you will have a strong interest/experience in the construction industry. You will be eager to learn coordination and project management skills. You will have a friendly and open attitude and a desire to move into leadership positions. You will be exposed to all aspects of construction management and become a valued member of the team.

Qualifications:

- Some knowledge and/ or strong interest in building construction
- Solid computer skills – Microsoft word, excel, outlook for email, scheduling etc.
- Desire to succeed
- Self-motivated within a team environment
- Potential for developing strong communication and organizational skills

Duties:

You will be working with the Project manager throughout the various phases of projects. You will be involved in coordinating various elements of the project including directing the work as required. Other duties include assisting with estimates, negotiating with sub-trades, purchasing and project close out.

For more information and to apply, contact: Karolina Wenzel @ House of Learning (867) 633-8422 ext. 505 or karolina.wenzel@kdfn.net