We are looking for an experienced PROJECT COORDINATOR (Full-time) to join our team!

Who we are:

Welcome to the Bertram Construction team. We have been shaping the landscape of Simcoe County and beyond since 1934. We specialize in Industrial, Commercial, Institutional and Multi-Unit Residential construction with our home office in Barrie and the majority of our work close to where we live and work.

Our Mission

To construct high quality buildings through collaboration and trusted partnerships, one quality project at a time.

Our Vision

To be the partner of choice for building solutions in our region — we build where we live.

Our Values

Our work is grounded in four core values that guide how we deliver projects and how we work together:

- **We Invest in Our People and Community** – We respect and support our teams, partners, and communities.
- **We Do the Right Thing** – We act with integrity, honesty, and transparency.
- **We Find a Way** – We focus on solutions, collaboration, and ownership.
- **We Make Safety a Priority** – We prioritize safety in every decision and on every project.

Who you are:

- A well rounded Project Coordinator with experience working with a General Contractor.
- Ability to read drawings and understand specifications
- Experienced with software programs such as MS Office, Bluebeam and MSProject.
- Well organized and able to assist Project Managers and Site Superintendents.
- Experienced in writing Purchase Orders, Site Instruction, Change Orders, purchasing and issuing Contracts and Letters of Intent.
- Ability to work on multiple projects and remain focused.

What you bring to the table:

- Valid G Licence
- Architectural Technician/Technologist or Construction Technologist diploma preferred

What we will provide you with:

- A casual office atmosphere that feels more like a family.
- A team of colleagues that work together to get the job done.
- Competitive compensation, profit sharing, and company-matched RRSP
- Comprehensive benefits including health, dental, mental health therapy, life insurance, LTD, and out-of-country coverage
- Social events such as Holiday Parties, BBQ's, Golf days and other events.
- A stable, long-standing organization focused on people and their growth

Salary range: $55,000 – $80,000 dependent upon experience

Applicants must be legally eligible to work in Canada

Bertram Construction (Ontario) Ltd. supports diversity, equity and a workplace free from harassment and discrimination. Bertram Construction (Ontario) Ltd. is committed to an inclusive, barrier-free recruitment and selection process and workplace. If you are contacted to participate in the recruitment process, please advise the interview coordinator of any accommodations needed to participate fully.