



**PIVOTAL**

**PIVOTAL PROJECTS**

[www.pivotalprojects.com](http://www.pivotalprojects.com)

**PROJECT COORDINATOR**

Location: Toronto ON

Pivotal Projects is one of Canada's leading project management companies. We provide project advisory and project management services to public and private sector clients for building and infrastructure construction and redevelopment projects. With offices in Toronto, Ottawa, Vancouver and Calgary, Pivotal is currently managing projects with a construction value of over \$2 billion.

We offer an exciting opportunity for an emerging professional to join our team where they will support business development initiatives and contribute to the delivery of client projects.

**Job Summary:**

- Support Business Managers in the execution of business development initiatives
- Analyze markets sectors and help identify business opportunities within each sector
- Help develop business development materials (proposals and presentations).
- Coordinate & deliver individual or segments of project deliverables
- Assist project teams with the preparation of project collateral (contracts & reports)
- Use project management tools and techniques to help deliver projects
- Provide support in the preparation of tendering documents
- Ensure client & project team needs are met in a timely and professional manner

**Qualifications:**

- Bachelor degree or diploma in Business/Commerce or Civil Engineering
- Previous experience in a professional services firm supporting marketing/ sales activities an asset
- Demonstrates a keen interest to develop a career in project management
- Proficient in all MS Office applications. Exposure to MS Project is an asset.
- Demonstrated willingness to be flexible and adaptable to changing priorities
- Effective written and verbal communication skills
- Well organized, self-starter with an entrepreneurial spirit

Please send your completed applications to [mwatson@pivotalprojects.com](mailto:mwatson@pivotalprojects.com). Applications must include a cover letter, resume and unofficial transcripts to be considered.

We appreciate your interest in joining the Pivotal team. Our group will follow up with only those candidates who are of interest to the firm.