



Position Title: Project Coordinator

Reports To: General Manager

Location: Canberra, ACT

Employment Type: Part-time

Date: 16 October 2025

Position Purpose

The Project Coordinator plays a key role in planning, coordinating, and overseeing painting and maintenance projects across residential, commercial, and government sectors.

This role is responsible for ensuring each project runs efficiently from setup through to completion - managing documentation, scheduling, financial progress claims, and communication between clients, trades, and internal teams.

Working with limited direction from the General Manager, this position requires a proactive, organised, and confident individual capable of taking ownership of multiple concurrent projects while maintaining high standards of quality, safety, and client satisfaction.

This is an excellent opportunity for a student or emerging professional in Construction Management, Project Management, or a related field who is eager to gain hands-on industry experience and develop practical leadership skills in a supportive team environment.

Key Responsibilities

Pre-Project Preparation

- Prepare and issue project documentation, including colour schedules, job descriptions, and setup details.
- Schedule projects in workflow systems and coordinate timing with clients and site teams.
- Arrange and manage subcontractor engagement (e.g. carpentry, rendering, electrical).
- Prepare and maintain compliance documentation (SWMS, MSDS/product data sheets).
- Coordinate staff inductions for commercial and Government projects.
- Ensure materials, trades, and project information are ready prior to commencement.
- Maintain the company's training and compliance register to ensure all staff and subcontractors remain qualified and compliant.

Project Delivery

- Manage operational schedules, updating plans and communicating changes to relevant stakeholders.
- Liaise between clients, operations, and site supervisors to monitor progress and resolve daily issues.
- Ensure key milestones and deliverables are met across multiple active projects.
- Oversee documentation, quality control, and compliance during project delivery.



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- Track project costs and variations, ensuring accurate information is available for billing and reporting.
- Prepare and submit monthly progress claims for commercial projects in line with contractual requirements.
- Support proactive communication with clients to ensure satisfaction and maintain strong relationships.

Post-Project Completion

- Coordinate final inspections, client handovers, and follow-up communication.
- Finalise project financial documentation, including progress claim reconciliation and final invoicing.
- Prepare and maintain O&M manuals, warranty information, and project completion packs.
- Conduct project reviews and maintain accurate records for future reference.

Key Relationships

Internal:

- General Manager
- Operations Manager
- Team Leaders
- Management Team

External:

- Clients and facility managers
- Subcontractors and suppliers
- Portal and compliance contacts (as required)

Selection Criteria

Essential:

- Currently studying or recently completed qualifications in Project Management, Construction Management, or a related field.
- Demonstrated ability to manage multiple priorities and meet deadlines with minimal supervision.
- Experience using project management or scheduling software.
- Excellent communication, organisation, and problem-solving skills.
- Proficiency with digital tools and willingness to learn new systems or portals.
- Confident, professional approach when dealing with clients and trades.



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Desirable:

- Experience in construction, painting, or trade-based environments.
- Understanding of compliance documentation (SWMS, O&M, WHS requirements).
- Familiarity with operational scheduling systems or job management software.

Key Attributes

- Self-motivated, proactive, and solutions-focused.
- High attention to detail and follow-through.
- Calm under pressure and adaptable to shifting priorities.
- Team player who values communication and collaboration.
- Takes ownership and shows initiative in problem-solving.

What We Offer

- A supportive team culture within a growing and well-respected business.
- Hands-on project experience across residential, commercial, and government projects.
- Genuine opportunities for professional growth and development.
- Competitive remuneration, aligned with skills and experience.