

## **Junior / Intern Building Project Coordinator**

We are seeking a pro-active Junior / Intern Building Project Coordinator to join our team based in Stellenbosch. As Junior/ Intern Build Project Coordinator you will assist the Project Manager with all the Project Management tasks associated with the Building Contract of the construction of residential houses and apartments.

### **Your duties will include:**

- Performing administrative tasks such as scheduling meetings, taking notes, and issuing contractual paperwork.
- Coordinating project management activities, including resource allocation and progress tracking.
- Liaising with clients to define requirements, scope, and objectives, ensuring their needs are met as projects evolve.
- Maintaining client communication and enhancing the client relationship.
- Monitoring project progress, handle issues, and eliminate blockers with the Project Manager.
- Creating and maintaining comprehensive project documentation, plans, and reports.
- Obtaining project updates from the various disciplines e.g. the Project Manager, Building Contractor, Engineer and Architect.
- Assisting the lead Project Manager with integration, scope analysis, cost control, quality management and procurement management.

### **What is in it for you:**

- Hands-on experience and an opportunity to get be exposed to all things construction and project related from a client perspective
- Develop essential skills in time management, communication, and resource allocation.
- A supportive environment where you can develop your skills and grow your career.
- A chance to work with a diverse range of clients and projects.
- Build valuable connections and skills within the construction project management industry.

### **Requirements:**

- Recently obtained your degree or diploma in architecture, quantity surveying, building construction, civil or structural engineering.
- In addition to your qualification, between 1 to 5 years' experience in an architectural, quantity surveying, building construction, or civil / structural engineering environment specifically pertaining to residential building construction projects.
- An added qualification in Project Management will be advantageous.

- Ability to read and interpret building plans and drawings of multi-level residential units.
- Driver's license and own car.
- Excellent communication skills, both verbal and written in English, with the ability to understand and read Afrikaans.
- Proficiency in Microsoft Office suite and hands-on experience with project management tools & software e.g. Microsoft Project or CCS.
- Highly organised with the ability to multitask and manage multiple projects simultaneously.
- Strong attention to technical detail, problem-solving skills, and the ability to prepare and interpret flowcharts, schedules, and action plan.

If you meet the requirements, please apply by sending your CV to [hr@remey.co.za](mailto:hr@remey.co.za)  
Only shortlisted candidates will be communicated with. If you have not heard from us within two weeks of applying, consider your application to be not successful.