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## Job Description

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Job Title: Project Coordinator - Construction

Reports to: Senior Project Manager, Construction

Salary Range: Annual Salary – 80% (25<sup>th</sup> percentile) - 100% (75<sup>th</sup> percentile)

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## Overview:

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We looking for a Project Coordinator who has experience in the construction industry.

Looking for someone with great work ethic, takes initiative, admin experience where supporting a team. Very organized, problem solver yet comfortable working with different people. Someone who can think on their feet and not wait to be told what needs to be done.

You will work closely with project managers and site superintendents to ensure project plan administration supports the execution of field operations.

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## Responsibilities and Duties:

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- ❖ Provide technical support and project coordination to the team.
- ❖ Ensure essential communication is taking place and provide assistance in this area.
- ❖ Provide direct technical support to the Development/Construction Managers
- ❖ Contribute to the development team as a project moves from acquisition through construction and ultimately turn over to the property manager
- ❖ Perform supporting tasks related to development team, such as attendance at project meetings
- ❖ Coordinate, track and monitor the status of key documentation pertaining to both development approvals and construction
- ❖ Assist in administering construction contracts.
- ❖ Communicate with the internal and external teams
- ❖ Search out, research and locate background information and analyze/collate information (i.e. due diligence, site acquisition, submittal requirements, etc)
- ❖ Coordinate and cooperate with general administration for project filing, archiving, etc.
- ❖ Act as tenant construction manager for existing commercial properties.
- ❖ Coordinate with new tenants and their contractors, facilitate premises turnover, drawing approval, signage approval. Perform inspections of construction upon completion.
- ❖ Act as the main point of contact for the City regarding Building permit, Development permits, rezoning, applications, etc.

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## Training and Qualifications:

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- ❖ Graduated from a real estate/building technology/construction management/project management education program.
- ❖ 5 years minimum previous work experience in the high rise- and commercial construction industry.
- ❖ Exceptional organizational skills.
- ❖ Excellent written and verbal communication skills.
- ❖ Great people skills, able to relate well to others and state your case.
- ❖ Ability to multitask and organize a heavy workload.
- ❖ Recognized research and investigative skills, as well as the ability to sum up the information gathered.
- ❖ Access to your own vehicle and the ability to travel throughout the Lower Mainland as needed.