



JOB #	<b>2031</b>
JOB TITLE	<b>Project Coordinator – m/f residential construction</b>
JOB LOCATION	Surrey, BC
REMUNERATION	Competitive base salary depending on candidate experience, plus the potential a performance bonus, and employee benefits
ABOUT THE COMPANY	The hiring company is a well-established real estate development & self-performing construction group.
JOB DESCRIPTION	This construction & development group requires hiring a full-time Construction <b>Project Coordinator</b> to help complete a multi-phase low-rise, <b>wood framed</b> construction project in Surrey with over 400 condo units and some ground level commercial space.
CANDIDATE COMPETENCIES	<p>The ideal candidate has experience helping to get <b>a similar project through to occupancy</b>.</p> <p>This role offers an opportunity to join a growing and dynamic real estate organization with a few ongoing projects, and also with a pipeline of large pending projects for the hired candidate to work on at the completion of this primary project (targeted for late Q1 2021)</p> <p>Based at the company's office and occasionally going to the various construction sites, the Project Administrator will primarily manage critical admin tasks for a range of low and high rise condo and light commercial construction projects.</p> <p>The role will focus on general project coordination, working with senior management, project managers and external project partners while managing the following job tasks:</p> <ul style="list-style-type: none"> <li>- project cost budgeting and tracking, and updating of project Proformas</li> <li>- analyzing cash flows, construction budgets and estimates vs. budget</li> <li>- scheduling delivery of materials to sites, ensuring proper receiving, costing and use allocation</li> <li>- general project accounting, assisting with the estimating process, and posting invoices</li> <li>- hourly labour tracking for staff and trades contractors, and other accounting and invoicing</li> </ul> <p>This role will work in the Project Mgmt dept, and in conjunction with the finance team.</p> <p><b>Desired Qualifications to get consideration:</b></p> <ul style="list-style-type: none"> <li>-related experience with a developer, construction firm, project construction GC or construction sub-trades group, or possibly a construction materials supplier</li> <li>- a BCIT (or similar) Diploma in Building Sciences or Project Mgmt would be an asset</li> <li>- Project Management educational training and relevant on the job experience</li> <li>- experience scheduling trades workers and delivery of construction materials to the right site at the right time and with the correct quantity, size and model of material</li> <li>-solid experience using Microsoft Project and Microsoft Office</li> </ul>



CANDIDATE 'FIT'	<p>-a RELIABLE and TRUSTWORTHY person with a great attitude to get the job done well - attention to detail and deadlines, administrative accuracy, dedication to success, and a great team player</p> <p>This role would be ideal for a bright, focused and talented person with related college program training (<b>construction management</b> or related) grad with 2+ years of related construction project coordination experience in the booming local construction sector. The hiring company is well established, reputable, and growing, and has an impressive list of completed, current and near future large scale projects, so there is a real opportunity for the right applicant to learn and grow with the company on this particular project and develop a long term career with the organization.</p>
HOW TO APPLY	<p>Please email your resume (cover letter optional) to <a href="mailto:info@philiprecruitment.com">info@philiprecruitment.com</a></p> <p><i>We thank all applicants for their interest, however, only those selected for an interview will be contacted.</i></p> <p><i>If this is not the right time or role for you, but you suspect it could be a great opportunity for a qualified candidate, feel free to forward this information to them and have them contact us directly.</i></p>