

## **Project Coordinator**

MyPlace Building Services Ltd. is a facilities maintenance renovation and janitorial services company with a successful history of projects throughout Western Canada. Our experience has been one of steady growth and we are currently positioned for significant growth in the immediate future.

We are currently seeking a dynamic, driven and flexible person to fill the role of Project Coordinator in our Vancouver head office. This role is best suited for a flexible individual with the skills and experience to take on a broad range of project coordination related tasks and activities in a fast-paced changing environment.

The successful candidate will be a motivated self-starter who thrives in a challenging environment with a small and diverse group of driven, intelligent and loyal people who are focused on success and growing the business. An energetic, collaborative and team-oriented attitude is essential to working with this team.

### **The Position:**

The Project Coordinator provides support to the Project Manager and project team in preparing and managing construction projects.

### **Activities and Responsibilities:**

- Assist with project and construction management
- Develop/maintain relationships with clients, contractors and vendors
- Audit the identified scopes of work to ensure cost control and efficiency
- Monitor and control project budget
- Estimating and budget duties, as assigned by Project Manager
- Assist Project Manager and Superintendent in coordinating work of trades
- Assist Project Manager in scheduling
- Administrative duties, including filing, report generation, project correspondence, meeting minutes etc.
- Process RFI's
- Research as assigned by Project Manager and Superintendent
- Process Change orders, under supervision of Project Manager
- Procure and coordinate sub-trades and suppliers to profitably construct projects which meet or exceed client needs and expectations
- Coordination and follow up with trades as required
- Maintain effective lines of communication with all members of project team, trades, vendors, and My Place office
- Always act with the utmost professional integrity and in the best interest of MyPlace
- All other duties, as assigned by Project Manager

**Position Reports To:**

- Project Manager

**The Requirements:**

- Desire to join a dynamic, hard-working team and to take an active role in the success of this growing organization
- Successful completion of BCIT Building Technology program (or equivalent)
- Minimum 3 years experience in construction coordination including shop drawing reviews, contract administration, document management, change order procedures
- Ability to read and interpret drawings and other construction related documentation
- Strong understanding of the current construction services environment
- Familiar with construction sub-trade practices and work
- Demonstrated skills and understanding of the role as a facilitator and problem-solver
- Natural ability to multi-task within a fast paced and dynamic workplace
- Results-oriented including concern and attention to budgets, schedules, quality levels and customer satisfaction
- Ability to develop agendas, conduct meetings, prepare minutes and other critical documentation, and develop action plans with appropriate follow-up
- Excellent MS Office skills
- Proficiency in AutoCad and MS Project an asset
- Very good written and verbal communication skills
- High level of integrity and professionalism with a good sense of humour
- Positive, can-do attitude and excellent problem-solving skills
- Highly organized with outstanding time-management skills

We provide a flexible and stimulating work environment with abundant opportunities for personal growth.

If you are interested, please forward your resume to us at: [careers@myplacebuilding.com](mailto:careers@myplacebuilding.com), and reference the posting code (PC-003) in the subject line. All resumes will be kept confidential.

We offer our sincere thanks for your interest in joining our team, however, only successful candidates will be contacted.

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