

Performance lives here.

Come and join our award winning team.



Our home base, could be yours too.

As a **Project Coordinator** you will perform a variety of duties that are instrumental to the success of the department. You will report to the Project Manager and have the ability to prioritize, execute a diverse array of services, and take direction from and work alongside the Project Manager in the building of Multi-family style condominiums.

A Day in the life of a Project Coordinator:

- You will perform detailed take offs and prepare estimates for the various components encompassing multi family development.
- You will issue job starts, change orders, purchase orders, price requests, and job changes to meet schedules
- You will work in conjunction with the Project Manager to coordinate project tenders
- Assist with the project specifications and overall pricing process
- Communicate effectively with trade partners, suppliers, and field staff
- Coordinate and attend bi-weekly site meetings and prepare meeting minutes
- Processing of invoices
- Work with the Project Manager to maintain project budgets for review on a monthly basis to ensure budgets are on track

What you will bring to the table:

- You have minimum of 2 years' experience in multifamily project coordination and/or construction management, with preference given to those pursuing their PMP designation
- You are detail orientated and have the ability to meet deadlines while providing high quality work
- You have a complete understanding of the Canadian building code and construction processes
- Excellent communicate skills, written and verbal
- You are known to be proactive, organized and a have strong sense of urgency
- You have strong computer skills and an understanding of computer programs including Microsoft Outlook, Excel, Microsoft Project, and Newstar.

As a 2018 Best Managed Company, we will provide you the following:

- Flexible health and dental coverage
- Employer matching Group RRSP Program
- Customized Training Programs
- Employee Discounts
- On-Site Gym
- Extensive community and volunteer involvement

Do you see the magic? Are you ready to be part of the lifestyle? Join the award winning Jayman BUILT team and contribute to our exceptional track record, with over 26 thousand homes built in the last 38 years. Please apply with your resume and cover letter to <https://www.fitzii.com/apply/33173> no later than August 17, 2018.

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.