

Project Coordinator

Department: Construction

Location: 3 - 15777 Marine Drive, White Rock, BC

Compensation: To be determined based on experience

Working Hours: Full-time

Forge Properties is an award winning real estate developer based in White Rock. Our committed team is critical, adaptive and passionate about building conscious communities. A successful candidate will have the opportunity to work through the full development lifecycle from acquisition through to construction and post-occupancy management.

Areas of Work

- Project planning and development
- Budgeting and tendering
- Project scheduling
- Construction management and quality control
- Post-occupancy client care
- Administrative tasks

Qualifications

- Relevant diploma/degree
- Passion for real estate development and construction
- Highly adaptive and able to think critically
- Effective communication, organizational and time management skills
- Ability to excel in challenging and high pressure situations
- Access to a vehicle and valid driver's license

Apply Now

Please kindly send your resume and cover letter to info@forge.ca. Thank you to all applicants for your interest. Only those selected for interviews will be contacted. We look forward to hearing from you!

