

Project Coordinator – Residential Construction

Are you passionate about the residential construction industry and want to be recognized for your results with promotion opportunities? Ritchie Construction is a team that believes in building energy efficient homes to the highest standard and keeping the customer front of mind throughout the entire process. The opportunity to prove yourself in a role where your work matters because you are coordinating with all the stakeholders to complete a major project.

Ritchie Construction & affiliates have been in business since 1992. We are a proud Passive House builder and have invested in sending all our staff through the applicable certification process. Feel valued walking into work each day in a culture that respects the individual and recognizes the efforts invested. We offer competitive salary, flexible work environment and a strong benefits package so our staff can be their most productive.

As the Project Coordinator, you will work alongside the owner to prepare them to take on more responsibility as the company continues to expand. Work with experienced, innovative designers & architects as we continue to push the envelope on the progressive projects we deliver to our great clients.

The Project Coordinators will be right in the middle of the action communicating with all the major stakeholders throughout the project's lifespan. Tasks include:

Planning

- Project Meetings
- Estimating
- Creation of Project Documents
- Communicate with trades

Construction

- Client selections materials ordered & delivered on time
- Client selection communicated effectively & timely to site management
- Project schedule updated into database (trades, materials, quotes, direct labour etc.)
- Attend monthly reviews with clients

Follow Up

- Coordinate deficiency list completion
- Create final hand off client binder

Email your resume if this sounds like you:

- Minimum 2-3 Project Coordination experience
- Have completed a relevant post secondary degree/diploma
- Organized & Hard Worker
- Strong Values
- Enjoy Leadership Roles

Email hello@ritchieconstruction.ca now with your resume & cover letter. Qualified applicants will be contacted for a pre-qualification call.

