

<b>POSITION TITLE</b>	Site Coordinator
<b>LOCATION</b>	South Surrey, BC
<b>THE COMPANY</b>	Portrait Homes Ltd. has been developing residential communities in B.C. for over 26 years. The company operations include land acquisition, community design and development, home construction, and sales & marketing of homes. We value a stellar customer experience as the single most important element of our business plan.
<b>CORE PURPOSE</b>	Forget satisfied. Be ecstatic!
<b>CORE VALUES</b>	<p><b>PASSION &amp; COMMITMENT:</b> Love to constantly improve; embrace innovation; celebrate wins; and have fun doing it!</p> <p><b>TEAMWORK:</b> Leave egos at the door; pass the puck; be part of the solution, not the problem; support the decision; and have fun doing it!</p> <p><b>DOING THE RIGHT THING:</b> Do what you say; treat people with respect; look after our team; stand behind our product; pay our bills on time; and have fun doing it!</p> <p><b>LIVE ALL OF THE ABOVE:</b> and have fun doing it!</p>
<b>THE ROLE</b>	<p>Reporting to the Site Superintendent, the Site Coordinator is responsible for the accurate and timely delivery of the project paperwork and to provide a wide variety of project coordination and support.</p> <p>Responsibilities include but are not limited to:</p> <ul style="list-style-type: none"><li>• Work closely with the Project Manager to establish project priorities, deliverables, and schedules.</li><li>• Work closely with the Site Superintendent to ensure all site documentation and paperwork is current, consistent, and accurate.</li><li>• Management of tendering and preparation of trade contracts</li><li>• Create and issue Purchase Orders.</li><li>• Monitor and distribute shop drawings, project drawings, contract management, change order management and any other documents required to complete the project.</li></ul>

- Adhere to all Portrait Homes' policies and procedures that are in place or may be issued from time to time from the Project Manager.
- Manage the day-to-day administrative and document control duties in the pre-construction and construction phases.
- Collect and review site documentation and purchase orders for completeness, accuracy and subcontract change orders.
- Prepare any change orders to the contract, complete with project and cost code, and a description of the change for review and approval.
- Coordinate new site set up including building permit applications and documentations.
- Assist with Site Safety.
- Coordination of Construction, Trade, Sales and Site Management meetings including taking minutes.
- Assist HR with site employee hiring documents.
- Other projects as assigned by the Project Manager.

## **THE PERSON**

We are looking for a candidate with the following:

### ***Education and Experience***

- 3-5 years' experience real estate development and construction management.
- Experience with MS Office and TimeForce software preferred but not mandatory.
- Exposure to or understanding of architectural drawings would be considered an asset.

### ***Skills and Attributes***

- Excellent written and verbal communication skills.
- Knowledge of relevant construction BC law and building codes.
- Be a motivated self-starter who thrives in a fast pace team environment.
- Good knowledge and clear understanding of contracts, plans, specifications, construction methods, materials and regulations. Includes knowledge of all trades and scopes of work
- Possess knowledge of large multi-family wood frame and single family wood frame construction processes and quality control.
- Self-starter who leads by example and readily assumes responsibility for results.
- Extremely well-organized with strong analytical skills.

## **BENEFITS**

This role has many benefits including the opportunity to be a part of a values-based organization which provides competitive compensation, benefits and a fun work environment!

In addition, the successful candidate will have the opportunity to:

- Be a part of a major organization poised for growth, which has a track record of success and strong brand presence.
- Contribute to an award winning and innovative organization, recognized as a leader in the industry.

- Join a team of enthusiastic, passionate and committed employees, seeking challenge...just like you!

**DEPARTMENT** Construction

**POSITION TYPE** Full Time Regular

**TO APPLY** Submit your resume online by emailing [jointheteam@portraithomes.ca](mailto:jointheteam@portraithomes.ca)