

## **CONSTRUCTION COORDINATOR**

For more than twenty years, Aspac Developments Ltd. (ASPAC) has been creating world-class communities along Coal Harbour in Vancouver. The company – locally managed by a cohesive group of industry professionals – is likely best known for transforming industrial lands into its prestigious Waterfront Place and Harbour Green Place communities. Building on the success of these projects, the company is now developing River Green in Richmond BC. When complete, this community will include 3.2 million square feet of residential housing, commercial and community amenities along the Fraser River. River Green, positioned to take advantage of Richmond’s natural beauty and community amenities, will be the city’s largest and most prestigious master planned community to date.

### **The Opportunity**

To meet the demands of River Green and other upcoming projects, ASPAC currently seeks a Construction Coordinator (“Coordinator”) to join their team. This is a rare opportunity to join a long-established and experienced team, to work in a supportive and challenging environment, and to contribute to one of the region’s most prominent projects.

Reporting to Aspac’s Senior Construction Manager, the Construction Coordinator will be a core member of the Construction Team. He/she will work alongside senior colleagues and closely with the company’s general contractor / construction management partner throughout the entire construction cycle. The Coordinator will be responsible for facilitating communication between team members and managing the flow of documents and drawings. He/she will participate in project meetings to document discussions and to provide technical recommendations to optimize project plans. He/she will coordinate the tender process and ensure that all legal documents are accurate and complete. Along with the Project Manager, the Coordinator will create and maintain scopes of work, project budgets and schedules. He/she will process change orders, assist with progress draws and update construction drawings. The Coordinator will proactively establish productive working relationships with internal teams, contractors and trades. Ultimately, the Coordinator will endeavour to do all within his/her professional means to ensure that projects are delivered on-time, on-budget and to Aspac’s high standards of quality and safety.

### **Who We Are Looking For**

To apply for this role, you must have post secondary education in engineering, construction management, or related field. Ideally, you will have two or more years of experience working in a real estate development, construction or relevant consulting role.

To succeed in this role, you must be highly-organized and a stickler for details. You will need a curious and analytical mind, a great attitude, and exceptional communication skills. You must be committed to on-going learning and take pride in the quality and accuracy of your work. You will be passionate about your career and seeking an opportunity for challenge and professional growth. To thrive within the Aspac team, you must be mature, respectful, self-motivated and positive.

### **To Apply**

If you are looking for a challenging and rewarding career and meet the criteria above, please submit your resume, with cover letter to Kristina Morse via ([klm@resolvesearch.com](mailto:klm@resolvesearch.com)). While we thank everyone for their interest, only select individuals will be contacted for follow-up.