



Project Coordinator

Dilworth Homes is one of the Okanagan's most trusted names for new home construction, building Award Winning Residences for over 25 years. We work with our development partner Emil Anderson Construction to build entire communities one home at a time. Dilworth Homes embraces a family-oriented culture and a team approach to provide its customers the highest quality homes and the best building experience.

Dilworth Homes are currently expanding our commercial and rental property portfolio while maintaining our new home construction activities. As a result we require some additional expertise. We are seeking a **Project Estimator** to join our team at our Head Office in Kelowna, BC. You will perform a wide range of duties in this role and have a great deal of customer, trade, supplier and superintendent interaction.

Dilworth Homes offers a great corporate atmosphere, competitive medical / dental and defined pension benefits package combined with the opportunity to live every day in the beautiful Okanagan Valley. For the right candidate there is a possibility of advancement to a more senior estimating and management role.

Responsibilities:

- Manage the financial performance of various projects
- Work with the Sales team to estimate project costs and communicate to customers and prospective buyers
- Coordinate meetings with Customers, Sales Staff, and Project Superintendents
- Manage project schedules and specifications into Company management software
- Purchase materials and equipment
- Communicate with customers, suppliers, and subtrades on estimate changes, distribute CO's, and assign PO's
- Conduct and manage reports
- Work with management to improve project and operational efficiencies
- Build and maintain good relationships with suppliers
- Stay current with trends, materials, and products
- Perform other tasks as required

Qualifications:

- Successfully completed a technical certificate or diploma in civil engineering, architecture, or other related program; project management training is an asset.
- 5+ years' experience in residential estimating and construction
- Commercial estimating experience is considered an asset
- 7-10 years' experience in the Home Construction industry
- Strong attention to detail and organizational skills
- Proficient computer skills, including experience with Microsoft Office, primarily in Excel, Outlook and Word.
- Experience with "Co-Construct" or similar construction management software is considered an asset
- Experience with architectural and/or AutoCAD software is considered an asset

Please email all resumes and cover letters to hr@dilworthhomes.com; attention Kathleen Gardzella.