

## PROJECT COORDINATOR

### WHO WE ARE

Bold Construction Ltd. is an Owner's Representative, Construction Management and General Contracting Company with a successful history of multi-family and commercial projects throughout the Lower Mainland of B.C. Our current project pipeline includes projects that range from wood-frame townhomes to mixed-use concrete towers around the Lower Mainland. We are a tight-knit, hardworking team that challenges industry norms and are building a team to achieve our ambitious goals.

### THE OPPORTUNITY

We are currently seeking a dynamic, driven and flexible person to fill the role of Project Coordinator in Vancouver. The Project Coordinator leads, directs and coordinates the work of subcontractors and laborers. This leadership position is responsible for the day to day management of the construction site on assigned projects, executing field operations safely and in a manner consistent with Bold Construction objectives.

### POSITION REPORTS TO:

VP of Construction & Project Manager

### ACTIVITIES AND RESPONSIBILITIES:

- Assist with project and construction management.
- Develop & maintain relationships with contractors and vendors.
- Audit the identified scopes of work to ensure cost control and efficiency.
- Monitor and control project budget.
- Estimating and budget duties, as assigned by Project Manager.
- Assist the Project Manager in managing project files (both electronic and hardcopy) including but not limited to Invitation to Tender, Bid Forms, Purchase Orders, Contracts, Change Orders, Filing Bids, Transmittals, Submittals etc. All project files are to be entered and registered on Spectrum ERP System.
- Assist Project Manager and Superintendent in coordinating work of trades.
- Assist Project Manager in scheduling.
- Assist Project Manager in post-construction activity, including updating punch and deficiency lists and distributing information to the construction team.
- Assist Project Manager in communicating all Health and Safety requirements on site.
- Administrative duties, including filing, report generation, project correspondence, meeting minutes etc.

- Ensure all sub-contractors have completed all of Bold's required documentation.
- Research as assigned by Project Manager and Superintendent.
- Process change orders under supervision of Project Manager.
- Procure and coordinate sub-trades and suppliers to profitably construct projects which meet or exceed client needs and expectations.
- Process changes received from the Architect (Consulting Team) including contacting the subcontractor for pricing, checking subcontractors' quotations to ensure that they are complete and reasonable; itemizing changes and present them to the Architect with confidence that the pricing is accurate and in accordance with the changes
- Coordination and follow up with trades as required.
- Maintain effective lines of communication with all members of project team, trades, vendors, and Bold team members.
- Always act with the utmost professional integrity and in the best interest of Bold.
- All other duties, as assigned by Project Manager

## THE REQUIREMENTS

Desire to join a dynamic, hard-working team and to take an active role in the success of this growing organization.

- High school degree
- 1+ years construction project coordination experience.
- General understanding of the current construction services environment.
- Positive, can-do attitude with demonstrated skills and understanding of the role as a facilitator and problem solver.
- Previous commercial tenant improvement experience an asset
- Natural ability to multi-task within a fast-paced workplace.
- Results-oriented including concern and attention to schedules, quality levels and customer satisfaction.
- Excellent written and verbal communication skills.
- High level of integrity and professionalism with a good sense of humor.
- Highly organized with outstanding time-management skills.
- Excellent MS Office skills.
- Proficiency in AutoCad, MS Project, and SiteMaxx an asset.
- Proficiency or experience with Dexter+Cheney 'Spectrum' Project Management tool an asset.

## HOW TO APPLY

Please email your cover letter and resume to [hr@bold.ca](mailto:hr@bold.ca), with the subject line "PROJECT COORDINATOR - <<Your Name>>".



600-688 W. Hastings St.  
Vancouver, B.C. Canada V6B 1P1

☎ 604 944 8942

F 604 944 9847

[BoldConstruction.ca](http://BoldConstruction.ca)

*We thank all candidates that take the time to apply and kindly ask that you DO NOT call the office to follow up on your application. Only those selected for interviews will be contacted.*