



## CONSTRUCTION COORDINATOR

Coromandel is a proud Chinese real estate developer who has chosen to make Vancouver home. We believe in a strong connection to family, community and the environment, and we build homes for everyone who shares these values with us. In partnership with industry-leading architects, interior designers and construction professionals, we have been developing projects in Vancouver since 2013. Concurrent to this, Coromandel has thoughtfully assembled a broad and diverse portfolio of desirable properties throughout the Lower Mainland. As we prepare to bring our projects to market, we seek a Construction Coordinator (Coordinator) to join our Vancouver team. This is an opportunity to join a vibrant, rapidly-growing company, to contribute to exciting and unique projects, to be mentored by seasoned professionals, and to be part of Coromandel's growth and future.

As a core member of Coromandel's team, the Coordinator will collaborate with senior colleagues and construction partners throughout the construction cycle. The Coordinator will be responsible for facilitating communication between team members and managing the flow of documents and drawings. He/she will document and participate in project meetings, coordinate the tender process and ensure that all legal documents are accurate and complete. Along with Coromandel's Construction Manager, the Coordinator will create and maintain accurate 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 Coromandel's high standards of quality and safety. This meaningful role will expand and diversify with experience and over time.

To consider this role, we asked that you have:

- a minimum of three years of construction administration experience with multi-family and/or mixed-use real estate projects, ideally working in a development firm or a construction company, preferably in Metro Vancouver;
- a high school diploma and ideally construction-related post-secondary education or training;
- good working knowledge of the development/construction process;
- excellent time management and interpersonal skills;
- outstanding written and oral communications, including a strong command of the English language; and
- proficiency with Microsoft Office Suite (Word/Excel/Outlook/PowerPoint).

To thrive within the Coromandel office, you will also be a true-team player, committed to forming positive and supportive relationships with colleagues. You will need to be confident in your abilities, highly self-motivated and able to work autonomously yet openly. To ensure Coromandel's project goals are met, you will also need to be highly disciplined, organized, methodical and detail-oriented. You must approach your work with unwavering commitment and unquestionable integrity.

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 selected individuals will be contacted for follow-up.