

PORTE HOMES

Job Title: Construction Coordinator
Department: Development
Reports to: Director of Construction
Compensation: Salary plus Benefits
Start Date: Immediately
Submit Resume: Careers@porte.ca

THE TEAM:

There are countless reasons to consider a career with Porte. For starters, you'll be part of an encouraging, supportive team with plenty of room for growth. You'll enjoy perks like training and team building events throughout the year. Plus, there's our roof top patio, Friday happy hour, a weekly fitness workout and more!

You'll be an integral part of a family company, building on almost 50 years of success, amazingly generous charitable work and progressive leadership in the real estate industry. At all times guided by the Porte Promises of: People-Focused, Committed to Excellence, Trustworthy and Community Builders.

JOB SUMMARY:

The Construction Coordinator will work closely with Director of Construction and the Development Managers to help with the development of construction documents, schedules, budgets, permit submissions and overall project evaluation.

At all times, being guided by the Porte Promises, the Construction Coordinator must be able to work independently and as a part of a team.

JOB DUTIES:

Support for the Director of Construction

1. Pre-construction activities
 - a. Assist with preliminary budgeting
 - b. Liaise with architects and consultants
 - c. Building Permit requirements
 - d. Coordinating the issuance and distribution of drawing packages
 - e. Work with Sales and Marketing on coordinating concepts with architect and consultants

2. Support during the Building Permit process:
 - a. Gathering of building permit submission requirements
 - b. Updating of BP submission check list
 - c. Tracking and follow up of municipal submissions
 - d. Ensure the Director of Construction and Development Managers are aware of any dates for municipal and utility payments.

3. Construction Process
 - a. Maintain & update project list for consultants, construction manager, subtrades and suppliers
 - b. Using Microsoft Project, update biweekly schedule and measure against baseline
 - c. Review of progress claims
 - d. Coding of invoices
 - e. Manage the flow of documents, drawings and correspondence
 - f. Provide project updates
 - g. Regular site visits
4. Weekly update of The Document for each project
5. Attend key project meetings

External Communications

- Represents the company appropriately in relationships with owners, project advisors, realtors, investors and professional associations.
- Keeps up to date with industry and market developments.

Other Duties

- Performs other duties, as required, to support the Porte companies.

TEAMWORK AND SUPERVISION:

Works directly with the Director of Construction and collegially with all members of the Porte companies. The position reports to the Director of Construction.

QUALIFICATIONS:

Required training, experience, knowledge, skills and abilities:

1. Bachelor's degree or diploma, or equivalent experience, in engineering, commerce, property development, urban planning or related field.
2. 3-5 years of construction administration experience, ideally with multi-family and/or mixed-use real estate projects.
3. Experienced and skilled with MS Office programs, including Microsoft Word, Microsoft Project, PowerPoint and Strong communication skills.
4. Good knowledge and understanding of the Real Estate market in Metro Vancouver.
5. Demonstrated problem-solving skills.
6. Strong work ethic.
7. Able to work independently and as part of a team.
8. Experienced and skilled with MS Office programs, including Microsoft Word, Microsoft Project, PowerPoint and Excel.

WORKING CONDITIONS:

- Occasional work outside normal office hours.
- Attendance at public meetings and council meetings outside of normal office hours
- A vehicle is required.