



Century Group is a BC-based, family-owned, mixed-use real estate development and construction company in business for 60 years. In addition to development, Century Group owns and manages a diverse portfolio of operating businesses, which includes apartment rentals, retail and commercial leasing, hospitality and seniors living.

Be part of Century Group where our people are engaged in our core values of **community**, **collaboration** and **creativity**.

PROJECT COORDINATOR - OFFSITE

Century Group Construction Division (CGCC) is now seeking an experienced and hardworking Project Coordinator – Offsite to join our team! Working collaboratively with the Construction team at our Head Office and sites.

Reporting to the Project Manager, the Project Coordinator will assist and support the Project Manager in the efficient management of our projects. Scope to include managing budgets and project files including but not limited to, report generation, project correspondence, Invitation to Tender, Bid Forms, Purchase Orders, Contracts, Change Orders, and meeting minutes. This role will be responsible to perform and coordinate various managerial tasks in a supportive role, along with administrative duties, like maintaining project documentation, updating the schedule and handling financial queries. This role will require excellent time management and communication skills, as you collaborate with stakeholders and internal teams to deliver results per timelines. The Project Coordinator's duties are to ensure that all projects are completed on time, within budget and meeting high quality standards.

KEY ACCOUNTABILITIES

Responsibilities include but are not limited to:

1. Assists the Project Manager with overall project management
2. Develops and maintains excellent relationship with sub-trades, suppliers & consultants
3. Manages change order process, including pricing, negotiating, processing and assessing cost and schedule impact
4. Responsible in coordinating project schedules, resources, equipment and information
5. Responsible in assigning tasks to internal teams and assist with schedule management
6. Monitors project progress and handles any issues that arise
7. Responsible for administering RFI, shop drawing process, and submittals
8. Assists the Project Manager with issuing tender packages
9. Maintains contractual responsibilities with subcontractors
10. Involved in all facets of project closeout, including archiving documents, maintenance and warranty manuals, deficiencies and warranty work
11. Liaises and works closely with construction accountant

EDUCATION & EXPERIENCE

Minimum High School diploma or equivalent. Must have a minimum of 3-5 years of recent experience as a coordinator or a combination of education, training and experience. Ability to maintain a positive professional attitude and work in a fast paced environment. Experience in large projects would be an asset. Must have a satisfactory criminal record check.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- An ability to prepare and interpret, schedules and step-by-step action plans
- Solid organisational skills, including multitasking and time-management
- Strong client-facing skills
- Demonstrated ability in cost estimating and quantity takeoff
- Strong teamwork skills
- Excellent written and verbal communication skills
- Self-starter, highly motivated and organized
- Thrives on paying attention to detail in a fast paced, dynamic work environment
- Strong computer skills and experience having worked with multiple platforms and operating systems including MS Office, Excel, MS Project and experience with Procore Construction Project Management platform strongly desired
- Willing to travel to site when required

WE OFFER

Competitive pay, Extended Health & Dental, Group Life Insurance, Long Term Disability, AD&D, Pension Plan, RRSP, Training & Career Development

APPLICATIONS

Please apply online at <https://centurygroup.ca/about-us/join-our-team/current-opportunities> by uploading your resume.