



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 - SITE

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

Reporting to the Superintendent, the Project Coordinator will assist and support the Site Superintendent in the efficient management of the site office duties. Scope to include managing budgets and project files including but not limited to, report generation, project correspondence, Purchase Orders, Change Orders, and meeting minutes etc. 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.

KEY ACCOUNTABILITIES

Responsibilities include but are not limited to:

1. Responsible for assisting the Superintendent with overall project management
2. Develops and maintains excellent relationship with sub-trades, suppliers, consultants, BLDG department.
3. Responsible for managing the change order process, including pricing, negotiating, processing and assessing cost and schedule impact
4. Coordinating project schedules, resources, equipment and information
5. Monitor project progress and handle any issues that arise
6. Administers RFI and shop drawing process
7. Maintains contractual responsibilities with subcontractors
8. Involved in all facets of project closeout, including archiving documents, maintenance and warranty manuals, deficiencies and warranty work
9. Oversight of health & safety standards

EDUCATION & EXPERIENCE

Minimum High School diploma or equivalent. Experience in Real Estate, and the Construction industry in a similar role is an asset. Proven work experience as a Project Coordinator or in a similar role required. 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 organizational skills, including multitasking and time-management
- Strong client-facing skills
- Costing estimating and quantity takeoff
- Strong teamwork skills
- Excellent written and verbal communication skills
- Self-starter, highly motivated and organized and taking initiatives to make improvements
- Ability to collaborate with the team
- Strong computer skills and experience having worked with multiple platforms and operating systems including MS Office, Excel, MS Project and experience with Procore Project Management platform strongly desired

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.