
Project Coordinator, Construction

ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood and The City of Lougheed in Metro Vancouver. With more than 370 acres in our growing portfolio, SHAPE manages over 4M sq.ft of commercial space with over 3M sq.ft. of residential space under construction.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment and a complete range of daily services with transit connected. With a thoughtful approach and continuous pursuit of innovation, we think differently to ensure our projects are relevant and dominant for the future of real estate.

ABOUT THE ROLE

The Project Coordinator role will coordinate the construction of projects. The ideal candidate would have a proven track record of coordinating projects from start to finish and possess strong organizational skills. This is the ideal opportunity to work within an integrated team and on some of the largest projects in the Lower Mainland.

Primary Responsibilities

- Provide coordination and administrative support to project team by coordinating and collaborating with team members to meet project goals while adhering to their responsibilities and project milestones.
- Coordinate, monitor, and liaise with various stakeholders including Consultants, Construction Managers, Trades, Municipal Authorities, Insurers, Warranty Providers and Internal Departments.
- Establish and maintain the project documentation library, including paper filing and electronic filing.
- Manage appointment and meeting calendars and resolve scheduling conflicts and issues.
- Organize, coordinate and maintain the third-party drawing plan room including ordering drawings for the project team.
- Assist project team and tenant coordinator team in all aspects of project coordination as required including but not limited to:
 - Processing and reviewing requests for information (RFI's) and Change Order documentation.
 - Assist in the preparation of purchase orders, contracts, and tracking documents.
 - Maintain various tracking sheets for informational and budget purposes.
 - Assist with leasing requests on base building services and plans.
 - Assist with coordination of site visits.
 - Assist with drawing reviews.

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- Coordinate the design and consultant team from working drawings through contract administration phase and project close out.
 - Review the monthly progress draw with the project management team and internal finance department.
 - Operate under the authority of the Project Director to execute the project while collaborating with other construction components toward the successful completion of fully integrated mix-use developments.
 - Proactively ensure quality of the delivered product from the CM and trades to meet our internal QC standards through assisting with constant field reviews and reporting.
 - Facilitate with the project manager the orderly handover of suites to SHAPE Customer Care team and provide assistance during the warranty period.
 - Facilitate with the project manager the orderly handover of CRU's to SHAPE Tenant Coordination team and provide assistance during the TI Build-out and warranty period.
 - Other duties as required.

Qualifications

Required Training and Experience

- Comprehensive knowledge and understanding of construction documents, drawings, specifications, costs, and budgets.
- Building experience in Canada, preferably in the Lower Mainland.
- Experience with large-scale mixed-use projects a definite asset.
- Relevant education preferred (i.e. construction management degree, engineering degree, construction diploma, or equivalent).
- Proficient in MS Office (Outlook, Word, Excel, and Project).
- Must be legally entitled to work in Canada.

Required Knowledge, Skills, Abilities

- Excellent communication, organizational, and interpersonal skills.
- Energetic, confident, results-orientated, passionate about construction, and curious to learn.
- Works collaboratively in a cohesive high-performance team environment, contributing to teams to employ consensus driven fact-based decision-making methods.
- Perform job duties in an accurate, detail-oriented and productive fashion.
- Ability to work in a fast-paced environment while managing multiple tasks with competing priorities.
- Demonstrate adaptability and flexibility.

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