

Westbourne Projects Ltd. is a boutique project management firm that provides development consulting and owner's representative services to a broad spectrum of outstanding clients in the Lower Mainland. Our clients run the full gamut in size and range from private family investment firms and large corporations to private schools and charitable organizations. Client service and satisfaction is our number one goal!

We are presently seeking a new Project Coordinator to join our team of well experienced members with diverse development/construction industry backgrounds in a **full-time office based** environment.

Please read about the position details and see if you can be our newest 'star'! Reach out and be sure to include a cover letter as well as your resume.

PROJECT COORDINATOR

Personal Characteristics:

Energetic: engaged 'can do' attitude who takes on complex and simple challenges with the same enthusiasm and a willingness to embrace any task assigned to you.

Driven: self-motivated and you go the extra mile to push things forward no matter the circumstances.

Independent: effectively communicates with the team and take instructions but also can act authoritatively on your own.

Administrative Talent: knows the value in the accuracy of all the work produced whether it is a client progress report, change order, tracking budgets or day to day emails.

Curious: not afraid to ask questions to keep learning and further develop your skillset.

Personable: recognizes the importance of building and maintaining solid relationships with your coworkers and clients/stakeholders.

Communicator: sense of achievement and pride in all your written and verbal communication whether internally or externally.

Organizer: recognizes that no system is perfect and willing to offer ideas on how processes could be improved.

Responsibilities:

Provide direct support to the principal, project managers and project accountant as needed on an ongoing basis for the following items:

- Compiling and issuing monthly project reports – the PC is responsible for tracking project progress to confidently create a summary that is issued to the client.
- Tracking and approving monthly project invoice payments.
- Creating and issuing contracts, requests for proposals, change orders and purchase orders.
- Aiding in collection of required project materials and information.
- Coordinating internal and external meetings.
- Attending project meetings both virtually and/or in person.
- Executing and issuing meeting minutes.
- Electronic document filing and tracking.
- Setting up new project files, updating project manuals and a variety of project logs in a timely manner.
- Liaising with consultants and contractors as needed.
- Supporting and executing tasks in a fast-paced, deadline-driven environment.
- Providing general support to the principal and/or PMs as needed on an ongoing basis.

- Other duties as assigned.

Qualifications:

- **Minimum two years recent experience** in a project assistant/coordinator role in the **development/construction field** with a focus on administrative coordination.
 - Additional experience as an administrator or EA would be considered beneficial.
- Top notch proficiency in MS Office, Adobe Creative Suite and virtual meeting platforms.
- Industry knowledge and ability to read blueprints plus demonstrated understanding of construction terms.
- Experience in project management software/databases (Procore, MS Project) definitely an asset.
- Preferred education is post-secondary supplemented by construction or industry related programs.

What we bring to the table:

- Competitive compensation package
- A positive work environment – we work hard but recognize the value of humour and laughter and you can always count on our mentorship and positive support for a job well done.

Start Date: As soon as possible

How to apply:

Submit your resume/cover letter to info@westbournprojects.com.

Interviews are preferred during normal business hours, but arrangements can be made to meet outside of those hours.

While we thank all applicants for their interest and time, we request that you **please do not make application if you do not meet the position requirements**. Please note that only successful potential candidates will be contacted to move to the interview phase and ask that applicants do not call the office to follow up.