



## Construction Coordinator

You did the time and graduated in a real estate development-related discipline...now it's time to work somewhere great. Wesbild's portfolio spans residential, commercial and industrial developments - with exciting work underway, we are looking for a rockstar to join our team and support our construction and development group.

As the **Construction Coordinator** you will have your hands in a bit of everything which is the best way to grow your skills and experience! What you get up to will depend on your experience, but the core of this role is to assist the Senior Construction Manager in all activities associated with the design and construction of projects from base building to interior improvements and insuring we stay on schedule and on budget.

You will assist the Construction team with the following key responsibilities:

### **Project Management**

- site reviews and attendance at OAC and construction site meetings
- assist with maintaining and tracking budget updates, change order reports, and submittals
- monitoring and reviewing contractors' work as it relates to budget, schedule
- assist with the preparation of monthly construction updates for the development group
- follow-up on outstanding deliverables to ensure contractor requests and other tasks are managed within established timelines

### **Project Administration**

- review contractor proposals and prepare/amend contractor agreements with some oversight from the Construction lead
- manage review and approval process for change orders
- control, organize and manage project documentation and filing system – this includes but is not limited to, all agreements, permits, reports, submittals, drawings submissions, change requests, schedules, and requests for proposals

### **Financial Management**

- manage, collect, review and route contractor's invoices
- work closely with finance team to monitor cost estimates and budget updates

What you bring to the table:

- Post-secondary education in construction management or engineering, or comparable combination of education and experience
- 2-3 years of related project coordination experience within a development or construction company environment
- Ability to read and interpret detailed construction drawings and specifications
- Have a general understanding of the construction process



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- Have a general understanding of contract language and insurance requirements to facilitate coordination with consultants and contractors
- Ability to build strong working relationships with all levels of the business, including internal staff and external contacts
- Strong proficiency working in Microsoft Word, MS Project, Excel, PowerPoint and SharePoint programs
- This role requires you to have consistent and reliable access to a vehicle to complete regular visits to project sites within the Lower Mainland.

Interested? You know what to do!!

**[resume@wesbild.com](mailto:resume@wesbild.com)**