



PROJECT COORDINATOR JOB POSTING VICTORIA, BC

About TL Housing Solutions

TL Housing Solutions Ltd ("TL") is a developer/builder specializing in the non-market housing sector. We provide turn-key project management and design-build services on a fee for service basis. We access support and funding for non-profit organizations through all levels of Government and Crown funding agencies. We work with existing housing providers and groups seeking to enter the sector, such as churches, legions or other service organizations.

Over the past twelve years, TL has delivered innovative housing solutions to a broad range of clients in the Lower Mainland and Vancouver Island. Over 3,000 units are completed or in progress for affordable rental and ownership, seniors, and healthcare. As an affiliate in the Townline Group of Companies we have capitalized on a forty-year history of solid performance and have achieved a prominent position in the non-market space. Through these efforts we offer a significant way to give back to our community, delivering maximum value for our clients, our partners, and the people who rely on our homes.

Currently we are in need of a dedicated Project Coordinator to join the team. The ideal candidate is a highly organized individual who is an effective communicator, a creative problem solver and someone who thrives in a collaborative team environment. This role will require both site and office work.

This is an exciting opportunity for someone who is looking for experience in the rewarding field of social-purpose housing development and with one of BC's most respected and proven developers.

Role Description

The Project Coordinator will be responsible for supporting the Construction Manager and Director of Construction on all operations relating to TL's projects. This work will include creating tender packages, drafting trade contract agreements, documenting all control processes and maintaining operations in the office/site. The Project Coordinator will support all construction personnel to ensure projects are executed in a timely and efficient manner.

The Duties of the Project Coordinator may include but are not limited to:

- Assist the Construction Manager on project tenders such as:
 - Creating tender packages with applicable drawings, surveys, reports, scopes of work;
 - Managing and compiling bids and creating analytical reports comparing bids;
 - Managing and responding to all RFI's during tender period;
 - Issuing LOI's.

- Draft trade contract agreements (LOI's, CCA 1, Supply Agreements, Purchase Orders, etc.);
- Prepare and track all contract agreements and change orders/directives for each assigned project until full execution;
- Ensure all contractual issues are resolved and dealt with in a timely manner;
- Document all management and control document process (RFI's, SI's, shop drawings, commitments, change orders);
- Schedule meetings as required;
- Closely monitor the efforts and billing of third-party workers, such as consultants, contractors, and other specialists;
- Work with Accounts Payable Clerk to provide all accurate and applicable information;
- Inputting, uploading and maintaining accurate team/project information on Procore;
- Communicating with design team and trades regarding site issues and gathering necessary information required for decision making;
- Participate in all appropriate internal meetings regarding project review;
- Participate in all applicable trade and site meetings;
- Monitor job costs and ensure they are coded and within budget;
- Assist Construction Manager for project updates for Senior Director, Operations Manager, Development Manager and SMT review;
- Record and report all site activities as required;
- Ensure and maintain safe work policies and procedures;
- Coordinate and maintain inspection reports, logs and schedules.

Qualifications and Requirements:

- Completion of a post-secondary degree or diploma, preferably in construction or building technology engineering;
- 2-5 years of direct work experience in project management;
- Ability to read blueprints, schematics, field drawings and plans;
- A proficient understanding of all construction trades and construction techniques;
- Strong management, delegation, planning and leadership skills;
- Knowledge of local, provincial and federal workplace compliance regulations, ordinances and legislation;
- Commitment to working in a team environment, with established team building abilities;
- Strong communication, leadership, integration, problem-solving and interpersonal skills;
- Ability to work safely in a construction environment;
- Superior leadership qualities with a demonstrated track record of dealing successfully with internal and external customers;
- Results-oriented individual with the ability to interpret and effectively manage multiple and competing priorities and time lines;
- Understanding fundamentals of contracts and experience in managing contractors under the terms of a contract;
- Knowledge of OH&S regulations and related building codes;
- Demonstrated success in project delivery and execution of project management methods;
- Highly effective negotiation, diplomatic, and conflict resolutions skills;

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- Able to effectively communicate with all types of staff, including laborers, technical, professional, and upper management;
- Able to effectively communicate both verbally and in writing;
- Able to build and maintain lasting relationships with business units, corporate departments, key managers, and other stakeholders;
- Demonstrated ability to exercise necessary cost control measures;
- Possess a valid drivers' license.

To find out more about us, please check out our website at <http://tlhousingsolutions.ca/>

TO APPLY:

Please apply via BambooHR at:

<https://townline.bamboohr.com/jobs/view.php?id=43&source=aWQ9MTY%3D>

We thank you in advance for applying; however only those short listed will be contacted.