

## **PROJECT COORDINATOR**

Westmark Construction is a highly recognized and award winning General Contractor with over 30 years experience in the Mid Vancouver Island area. We have an opportunity for a Project Coordinator with construction experience to join our team.

Westmark is located in the heart of Vancouver Island in Nanaimo BC, a rapidly growing city with all the amenities of urban living, and also some of the best outdoor recreation in the world. If you are looking for challenging work in a city that offers a premier lifestyle, we want to hear from you.

The Project Coordinator reports to and works in close proximity with the Project Manager to maintain comprehensive project documentation, plans and reports; and works to ensure standards are met through quality assurance protocols. This role interacts with the Site Superintendents, Subcontractors, Architects, Engineers and our Clients throughout the entire project.

The right candidate will have strong organization and communication skills, be a person who enjoys building great working relationships with a wide variety of people, and who enjoys problem solving.

### **KEY ACCOUNTABILITIES FOR PROJECT COORDINATOR**

#### **PERMITTING & REGULATORY**

Prepare building permit applications, liaise with municipalities on permit requirements during construction  
Coordinate all documentation needed to meet BP and contract requirements (schedules, shop drawings etc.)  
Monitor subtrades for WCB & Insurance compliance

#### **FIELD PRODUCTION SUPPORT**

Administrative support to Project Manager and Site Supervisors and liaison between office and field  
Liaison between clients, designers, subtrades for selection of finishes.  
Assist Project Manager and Estimator with subtrade contracts, change orders and directives  
Provide start up & close out documentation for Site Supervisors  
Assist Project Manager to procure labour and materials

#### **PROJECT CLOSE OUT / DELIVERY / DEFICIENCIES**

Execute transfer of product upon completion  
Create & deliver O&M & Homeowner's Manuals  
Provide after-sales support (warranty, deficiencies)  
Coordinate completion of deficiencies with Site Supervisor & subtrades

#### **SKILLS AND EXPERIENCE REQUIRED:**

Proven work experience as a Project Coordinator or similar role.  
Experience in project management from conception to delivery  
Solid organization skills including multi-tasking and time management.  
Strong client facing and teamwork communication skills.  
Familiarity with risk management and quality assurance control  
Proficient in Microsoft Excel, Word and Outlook.  
Working knowledge of construction scheduling software.

#### **SALARY & BENEFITS**

Salary commensurate with industry experience.  
Health benefits package

**Please apply by e-mail to: [valerie@westmarkconstruction.ca](mailto:valerie@westmarkconstruction.ca), or by fax to 250-729-7549. No phone calls please.  
Please send your resume as a pdf. Resumes sent as open Word documents will not be opened.**

Only short-listed candidates will be contacted.