

Position: Construction Project Coordinator

About Us

Qualex-Landmark™, one of Western Canada's most respected development groups, has been building boutique award-winning residential and mixed-use properties for over 30 years. Our portfolio is defined by quietly iconic communities, born out of our highly detailed approach to development. With over 2,500 homes and 23 outstanding communities built to date, our uncompromising commitment to quality construction and innovative design has cemented our reputation as a trusted developer. We are a company focused on growth and have built a philosophy of doing the right thing with a humanistic approach.

The Opportunity

This is an opportunity to join Qualex-Landmark™, one of Vancouver's most respected development groups. The Project Coordinator will have the opportunity to work with our industry-leading construction partners to help drive our next generation of landmark projects.

Working with the Project Manager, Director of Construction and Vice President of Construction, the Project Coordinator will support the day-to-day activities of multiple projects throughout all phases of the project lifecycle. Responsibilities include:

- Liaise with general contractors, consultants, engineers, and municipal officials under the direction of the Project Manager, Director of Construction and Vice President of Construction
- Be our primary resource for in-house document control
- Review all project-related construction documents to ensure that they are accurate and complete
- Keep track of on-going issues and ensure all items are addressed and tracked appropriately
- Participate in regular team meetings, document the meetings and prepare minutes when required
- Assist with change order review, cash allowance budgeting, take-offs, estimating, and product research
- Monitor project quality and progress on site and report to the leadership team
- Work collaboratively with the Development, Marketing, and Sales teams to help manage the build-out of sales centers, residential upgrade/customization packages, and commercial retail and tenant improvement packages.
- Inspect suites to ensure that they meet our high standards for quality
- Assist with occupancy and turnover to buyers
- Liaise with strata property management to resolve any post-occupancy warranty issues
- Support Customer Service colleagues as required, with technical investigation, third party coordination, and recommendations
- Act as the Company's representative, ardently protecting the company brand and making every effort to manage risk and ensure project success

In addition to these great qualities, the ideal applicant will have:

- 1-2 years of experience as a Project Coordinator
- A post-secondary degree or diploma in Engineering or Construction
- Working knowledge of construction drawings and documentation
- An understanding of construction processes and best practices
- Excellent verbal and written communication skills
- The willingness and ability to travel within the Lower Mainland and to Alberta (via flight) as projects require
- Valid driver's license

Compensation and Benefits

- Annual salary: \$70,000 - \$80,000
- Competitive bonus program
- Paid vacation
- Opportunity for advancement
- Extended health insurance, including dental, vision, etc.

Hours & Location

Full-time position based in our downtown Vancouver office. Frequent site visits to projects in the Lower Mainland will be necessary.

To Apply

Individuals meeting the criteria above are asked to submit their resume with cover letter in PDF format via email to careers@qualex.ca.

While we thank all candidates for their interest, only select individuals will be contacted for follow-up.