

Southwest Properties is currently seeking an outstanding **Project Coordinator** to provide professional administrative/coordinator support to the Project Manager and construction team on site of our South Park project. The site is an exciting mixed-use, two building development which includes PAVILION condominiums, the YMCA Centre of Community and the residential rental building called CURVE.

General duties include:

- Review, update and interpret linear tracking schedules
- Issue and track the status of RFI's and SI's, issue appropriately
- Assist with issuing and monitoring the shop drawings through the procurement log
- Accurately monitor, record and issue meeting minutes (within 48hrs of a meeting) as required for team, trade and consulting meeting minutes.
- Assist with requesting pricing, tender recaps, issuing subcontracts, purchase orders and monitoring their progress; ensure contractual obligations are carried out
- Assist with the project closeout, including archiving documents, maintenance/warranty manuals, deficiencies and warranty work
- Maintain construction database and ensure proper electronic, binder and distribution filing.
- Review, action and respond to daily correspondence

As the successful candidate, you have the ability to manage changing priorities and offer your professionalism and troubleshooting abilities to all situations. You possess strong organization and computer skills and bring at least two years' experience in a similar role within the development field and a Construction Management Diploma. A combination of experience and education will be considered and experience with Procore is an asset.

If you are interested in this exciting opportunity, please forward your resume and cover letter by **August 9, 2019** to Amanda Denton: Southwest Properties Limited, 1475 Lower Water Street, Suite 100 Halifax NS, B3J 3Z2. **Email:** amanda.denton@southwest.ca