

**PROJECT COORDINATOR**

Named as one of Canada’s Best Managed Companies and Most Admired Corporate Cultures in Canada, Southwest has developed, constructed, owned and operated world-class properties for over 55 years. A leading developer of residential and commercial property and one of the largest privately-held owner of multi-family residential buildings in the Halifax region, Southwest’s brand of quality and community involvement has made a major impact on the Atlantic Canadian real estate market. Southwest believes in going beyond the necessary to create inspiring environments by providing the best places to live, shop, work and play, creating lasting relationships with employees, customers and partners. **At Southwest we are always seeking the best and brightest stars in their field. From front line staff to senior management, we choose to employ the best in the industry!**

*We are currently seeking an outstanding individual to fill the permanent full-time position of* ***Project Coordinator*** *on the Southwest Construction Management Team.*

**BENEFITS**

* Performance Based Bonus Eligibility
* Comprehensive Extended, Health & Dental Benefits
* RRSP Plan Eligible – FT Employees over 6 months
* Monthly Transit Pass - 100% Reimbursement
* Employee Health & Wellness Incentive Program - $300.00 Annual Reimbursement
* Education Reimbursement Program
* Flexible Work Schedules
* Employee Discount Program – 10% off Southwest Properties Lease
* Resident Referral Program – Cash Incentives
* Service Awards
* Social Staff Events
* Home Computer Antivirus Incentive Program - $50.00 Annual Reimbursement
* Charitable Donation Matching Program - $1000.00 Annually + 1 Day off to Volunteer

**JOB**

The Project Coordinator is responsible for full administrative support to the Project Manager and Assistant Project Manager, directly relating to major construction projects. With a strong focus on the accounting, billing of multiple projects. This position reports directly to the Project Manager and interface with the entire construction team including site personnel.

* **Administrative Duties**
  + Receive and process invoices as per sub-contractual obligations
  + Ensure invoices are “signed off” and distributed appropriately, scan documents and file accordingly
  + Send invoices to clients when necessary
  + Administer the change order process, including pricing, negotiating, processing and assessing cost and schedule impact
  + Track costs associated with projects; follow up on any outstanding invoices with contractor or Accounts Payables
  + Review, update and interpret construction schedules
  + Assist with shop drawings/submittals process together with RFI administration
  + Assist with issuing subcontracts and monitoring their progress; ensure contractual obligations are carried out
  + Assist with establishing and maintaining project safety programs
  + Conduct various quality control activities, inspections programs and periodic updating and full coordination with the site team.
  + Assist with regular trade meeting minutes
  + Issue and track purchase and change orders
  + Maintain construction electronic database
  + Assist with the project closeout, including archiving documents, maintenance/warranty manuals, deficiencies and warranty work

**Internal Contacts:** The Project Coordinator is an integral member of the project and construction team and liaises directly with the Accounts Payables Coordinator. This position will occasionally liaise with the accounting team and commercial departments.

**External Contacts:** Consistent communication with suppliers, contractors, clients etc. is required.

**Scope/Decision Making:** Most duties listed are completed with minimal supervision. This role requires full collaboration with the construction management team.

**POSITION DETAILS**

**Hours of Work:** Monday to Friday – 40 Hour Work Week

**Work Location:** Construction Management Office [961 South Bland Street, Halifax NS], with attendance onsite as required. Attendance for Southwest Construction Management Meetings at Southwest Head Office as required.

**General Workplace Conditions:** Office setting; this position can encounter any variety of conditions when required to be on the job site, including high heat and humidity to cold temperatures, high dirt and dust and loud noises.

**Equipment and Workplace Aids:** The Project Coordinator utilizes ProCore and ProContractor Construction Software, Microsoft Excel, Word, Outlook and regular office equipment. Familiarity with AutoCAD and Microsoft Project would be considered an asset.

**EXPERIENCE & SKILLS**

**Training:** Construction Technology Diploma, Project Coordinator, Construction Administration

**Experience:** A combination of training and/or experience will be considered. Experience working on large residential construction sites is required, working knowledge of PM software, up to date and working knowledge of construction techniques and standards, as well as building codes and practices.

**Values and Skills Required:**

* A strong focus on a collaborative team work ethic
* Ability to perform assigned duties with minimal supervision
* Ability to perform with tact and professionalism in a fast-paced, ever changing environment
* Excellent oral and written communication skills
* Exceptional time management and prioritization skills
* Attention to detail with a high level of quality
* Strong initiative with the ability to quickly and effectively troubleshoot minor and complex issues related to projects
* Highly Innovative
* Results oriented
* Strong customer service and teamwork skills with the ability to build strong relationships with clients, suppliers and contractors easily and effectively

**COMMITMENT TO DE&I**

Southwest Properties is committed to attracting and retaining a diverse team, who values your experiences, perspectives and unique identity. We are committed to creating and maintaining an environment that is inclusive, equitable and welcoming.

**HOW TO APPLY**

*If you are interested in this exciting opportunity, please forward your resume and cover letter to our Human Resources Team: Southwest Properties Limited, 1475 Lower Water Street, Suite 100 Halifax NS, B3J 3Z2.* [*resume@southwest.ca*](mailto:resume@southwest.ca) *Thank you for your interest in Southwest Properties. Only those chosen for an interview will be contacted.*

***We are a team of individuals who get joy from bringing joy to others***