



For over 20 years BLT has been providing construction and design build services in the retail, restaurant and hospitality sector and have built a reputation as being a leader in these sectors. We take pride in our long history of delivering successful projects, strong relationships with high performing vendors, executing some award winning projects in partnership with our clients and consultants. We operate offices in Toronto, Vancouver and now have plans of opening an office in eastern Canada.

At BLT our culture is built around our people. We believe in creating an environment where individuals are motivated and empowered to develop into leaders. We are constantly on the look out for individuals who are **curious, willing to learn, be mentored** and bring a variety of skills and knowledge from diverse backgrounds. We provide our people a disciplined professional development and training program with the goal of developing leaders that will represent our brand with pride. This is what sets us apart from our competition.

If you are looking for an exciting career, working with the best team members, leaders, consultants and most innovative clients in the industry – BLT is the company for you. We have a number of openings in the Toronto and Vancouver market. We are looking for bright professional individuals who are not afraid of being the face of BLT with clients, executing some of the most challenging projects from the retail, restaurant and hospitality sectors.

Position Title: PROJECT COORDINATOR

Position Reports to: Sr. Partners, Project Managers, Estimator

Duties: Coordinate all aspects of project coordination for BLT projects acting as both Construction Manager and General Contractor. This position is a pre-requisite to a Project Manager role. Training and mentorship will be provided to those wishing to choose this direction.

Competencies: Strong communication skills and the ability to communicate effectively with employees at all levels of the organization. Ability to work in and support a strong team concept but have the ability and insight to work independently. Be “results oriented”. Present oneself as professional, innovative, creative, and a self-starter Foster a positive and professional work environment both onsite and in the office with trades and co-workers Manage projects profitably as it relates to BLT’s bottom line. Be creative and ensure BLT’s profitability.

Primary Functions, Responsibilities and Duties:

- Support Project Manager on all aspects of the project and take ownership as opportunities arise
- Coordinate the receipt, filing and distribution of all sub-contractors’ start-up documentation
- Coordinate the receipt, review and distribution of project close-out documents, submittals
- Support and lead activities in all addendas, related changes orders, Meeting Minutes
- Support and lead activities in post construction activity, punch and deficiency lists and communications.
- Process changes received from the Architect (Consulting Team)
- Support and lead activities with Project Manager in communicating all Health and Safety.
- Support and lead activities with Project Manager in managing project files Tender, Bid Forms, Purchase Orders, Contracts, Change Orders, Filing Bids, Transmittals, Submittals etc.
- Prepare estimate documentation and execute the “bid” process with designated sub trades.
- Maintain Trade Tender list by construction industry standard division