

## Position Summary

Location:	Vancouver, British Columbia, Canada
Position Type:	Permanent Full-Time
Reports To:	Senior Partners, Project Managers, Estimators

## General Description

The Project Coordinator will coordinate all aspects of construction project coordination for BLT projects acting as both Construction Manager and General Contractor. Training and mentorship will be provided to those wishing to choose this direction.

## Roles and Responsibilities

### Core 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