



Title: Project Coordinator

Location: Lower Mainland

Employer: Scott Construction Group

Scott Construction is an ideal place to build your long-term construction career. Our award-winning culture means you'll enjoy safe job sites, appreciative management, and coworkers who you will soon call friends. We know how to work hard and get the job done safely, but we also know how to have fun. For more than 35 years, Scott Construction has been changing the landscape of the Lower Mainland, Alberta, and now Ontario. As a progressive, industry-shaping leader, we have built our enviable reputation on a culture of collaboration, trust, and lasting relationships.

With a career at Scott Construction, you will participate in a growing portfolio of diverse and exciting projects. Our job sites include a healthy mix of multi-family residential, commercial, hospitality, education, healthcare, seniors living, district energy, labs, heritage sites, municipal facilities, tenant improvements, special projects, and more! Each day with Scott brings another opportunity to develop and broaden your skills and experience.

At Scott we embrace and reward innovation and new technologies, and we always go the extra mile to make sure your health and well-being is given the highest priority. You will have a full spectrum of choices to meet your coworkers throughout the company—*not just in your department*—as you are invited to join the Joint Occupational Health & Safety Committee, the Mental Health Committee, Subtrade Success, NextGen Leadership training, and a variety of focus groups, to ensure you and our company grow together. We fully support your skills and professional development with industry training and events, and our own JVDU internal construction education platform!

You can be proud to be a part of the Scott Construction team as we interact enthusiastically with our entire industry locally and across Canada. Our staff includes Board of Directors members for the BC Construction Safety Alliance and the Canadian Construction Women's Association, and we sponsor and attend events in all the construction associations in our areas of business. Everyone has a chance to join in! We also make giving-back a priority with our annual Volunteer Week. Scott gives all staff a paid day to participate in team volunteer opportunities, such as building playgrounds for families in need. A highlight every year!

It's not just our opinion that Scott Construction is a great place to work. We have also won multiple industry awards to back it up! In the past two years alone, we have received highly respected Best Employer Canada awards from AON and Kincentric. We have also been awarded the BCCA Builders Code Award for Workplace Culture, the very impressive VRCA 2019 Construction Workplace Health & Safety Innovation Award, and three NAOSH BC awards. Our projects are also multi-award winning, with numerous Gold and Silver VRCA Awards of Excellence that span decades.

Scott Construction offers you the opportunity to work on safe, challenging, high-profile projects; provides a highly competitive compensation and benefits package; and delivers the unique experience to grow your career while working with some of the most amazing people in the industry.

POSITION SUMMARY

We are looking for an enthusiastic Project Coordinator who knows that building projects and building relationships go hand in hand. Working collaboratively as part of our award-winning team will provide you the opportunity to build on your education and experience in a dynamic and collaborative environment.

Reporting to the Manager, Special Projects, you will be part of a team for one or more projects working closely with cross-functional project teams including Superintendents, Estimators, Project Managers, Consultants, Engineers, Sub-contractors and clients throughout the project lifecycle.

Key Responsibilities:

- Assisting Project Managers & Superintendents to ensure that delivery of critical elements are expedited and coordinated;
- Processing subcontracts and purchase orders, as well as Prime and Subcontract progress claims;
- Process all change orders, including assessing cost and schedule impact;
- Preparing site documentation;
- Performing routine site visits and attending site meetings as requested by Project Manager, documenting and distributing associated meeting minutes;
- Contribute to all aspects of the project including profitability, schedule adherence and customer expectations;
- Contribute to maintaining project safety culture;
- Work with accounting department to ensure project accounting is accurate and timely;
- Review subcontractor applications for payment.
- To provide leadership to ensure Scott's culture, commitments and accountabilities are being met in the following areas;
- Provide an environment of respect, wellness and career growth for all staff
- Continually contribute to building backlog of profitable work
- Conduct scheduling, budgeting, and provide quality and service
- Responsible for occupational health & safety

Required Knowledge and Skills:

- Completion of Construction Management Diploma at SAIT or similar education;
- 2+ years' experience working in construction project management, field experience an asset;
- Field & trade experience is a strong asset
- Familiarity with drawing reviews, contract administration, document management, scheduling software, change order procedures
- Some experience or desire to lead projects directly on your own;
- Excellent organizational, time management, verbal and written communication skills;
- Ability to establish positive working relationships with a variety of people;
- Proficiency using Microsoft Excel, Outlook and Word;
- Experience using MS Project or Procore an asset;
- The ability work in a team environment.
- Good presentation skills; and
- Proven integrity when dealing with Clients, Trades and Consultants

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Qualified candidates should apply including a cover letter and resume.

careers@scottconstructiongroup.com

We thank all those who apply; however, only those selected for an interview will be contacted. Scott Construction Group is an equal opportunity employer.