



PROJECT COORDINATOR, NANAIMO

IWCD is a leading full-service construction company that provides innovative Construction Management, General Contracting, Design Build, Pre-Construction, Tenant Improvements and Tilt Up Construction services for commercial, multi-residential, industrial, infrastructure, and institutional developments across Vancouver Island and the lower Mainland.

IWCD is proudly recognized as one of Canada's Best Managed Companies for the last seven consecutive years, having recently achieved Platinum Club Status.

RESPONSIBILITIES

Assist Project Managers with:

- document control and distribution
- preparing and tracking RFIs, and distributing responses to site and impacted parties
- prepare shop drawing log, review, track and distribute shop drawings to site and other relevant parties
- preparing project reporting as required
- assisting with project status meeting including project forecast, risk schedule and safety updates
- negotiating and conducting subcontract buyout, issuing subcontracts and major purchase orders
- enforcing subcontractor contractual responsibilities, monitoring their progress and resolving disputes
- IWCD quality assurance and quality control, monitor and document tracking
- LEED documentation and similar document tracking
- developing contract specific QA/QC, waste management and related document tracking as required
- preparing change orders, processing and assessing cost and schedule impact
- ensuring site has up-to-date information on RFIs and approved change orders
- meeting minutes
- project close-out process, including archiving of documents, maintenance and warranty manuals, deficiencies and warranty work

Assist the Site Superintendent with:

- ensuring as-built drawings are maintained
- job-site material take-offs and orders
- preparing two-week look-ahead schedule, in alignment with master project schedule
- tracking trade productivities
- monitoring IWCD quality assurance and quality control, and related document tracking
- preparing punch lists during ongoing construction
- monitoring labour and material budgets
- establishing/communicating the construction plan and engineering methods

QUALIFICATIONS

The position will appeal to individuals with aspirations to further develop their career skills and experience, and who:

- have industry related technical education/training, BCIT or equivalent
- have existing local industry knowledge and relationships
- are self-motivated, resourceful, and take initiative



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- have superior communication and interpersonal skills
- have strong organizational and time-management skills and logical decision-making capabilities
- Proficiency in MS Project, Excel, and Word is a requirement

SALARY AND BENEFITS

IWCD offers a comprehensive remuneration package including:

- Competitive salary
- Benefits including RRSP matching, extended health and dental
- Employer supported training and education
- Opportunities for career advancement

Please send your resume and cover letter to careers@iwcd.ca. We thank you for your interest. Only short listed candidates will be contacted for an interview.