



## CONSTRUCTION PROJECT COORDINATOR

Qualex-Landmark™, one of Western Canada's most respected development companies, has been building boutique, award-winning residential and mixed-use properties for over 20 years. The company's portfolio is defined by quietly iconic communities, born out of Qualex-Landmark's highly detailed approach to development. With over 2,500 homes and 22 outstanding communities built to date, the company's uncompromising commitment to quality construction and innovative design has cemented their reputation as a trusted developer. Qualex-Landmark is a company focused on growth and has built a philosophy of doing the right thing with a humanistic approach.

### The Opportunity

To effectively deliver an expanded portfolio of projects, Qualex-Landmark seeks an experienced Project Coordinator to join their Vancouver team. Working closely with the company's Project Manager and Director of Construction, the Project Coordinator will:

- assist with day-to-day construction tasks, including change order review, value engineering, drawing review, cash allowance budgeting, take-offs, estimating and product research;
- monitor project quality and progress on-site, and report on these matters to ensure that the Project Manager and/or Director of Construction are fully advised;
- act as Qualex-Landmark's primary resource for in-house document control;
- liaise with general contractors, consultants, and city officials under the direction of senior colleagues;
- along with senior colleagues, review construction documents and schedules to ensure that they are accurate and complete, and then closely monitor these aspects throughout the construction cycle to maintain current project knowledge;
- assist with preparations for regular team meetings, actively participate in these meetings, then complete and distribute meeting minutes;
- liaise with property management and contractors to resolve post-occupancy issues related to construction
- support Qualex-Landmark's Customer Service and Property Management teams, when required, with technical investigations and/or recommendations
- at all times, act as the company's representative, ardently protecting the company brand and making every effort to manage risk and ensure project success

### The Candidate

To succeed in this role, candidates require:

- prior experience working as a Project Coordinator, preferably on multifamily residential or mixed-use projects in the Metro Vancouver region;
- post-secondary education in construction management, project management, architectural technology, engineering or related discipline; and
- a demonstrated ability to read and interpret construction drawings;
- excellent communication skills, with a proven ability to professionally and effectively convey information in spoken and written form;
- a proven ability to effectively attend to the details of drawings and documents; and
- the willingness and ability to travel within BC, and Alberta on occasion, as required.

In addition to these excellent qualifications, candidates must be persistent, committed to working closely with consultants and contractors to ensure nothing falls through the cracks. Applicants must also be consummate team players, consistently seeking to build and maintain positive working relationships with internal and external colleagues. To align with the Qualex-Landmark culture, candidates must be polite and highly ethical, sincerely committed to treating all colleagues and members of the community with respect.

### To Apply

If you meet the qualifications above and are ready to embark on a new, exciting stage in your career, please send your resume to Kristina Morse via email to [klm@resolvesearch.com](mailto:klm@resolvesearch.com). We thank all candidates for their interest and look forward to speaking with you.