

## Project Coordinator / Estimator - Job Posting

Klondike Contracting (KC) is a Vancouver-based, award-winning, general contracting and construction management firm. Our dynamic team of professionals prides itself on delivering exceptional results for our commercial and residential clients. Year over year we continue to grow because we provide quality work to our clients.

When building our team we look to hire people who understand the industry, pride themselves on good work, and are self motivated to get the work done. We are looking to grow our team with the addition of a **Project Coordinator & Estimator**.

Do you:

- Ask smart questions to find the answers you are looking for?
- Have a thirst for knowledge that you apply in your work?
- Take charge and own the work that you do?
- Describe yourself as self-motivated to complete quality work on time?
- Appreciate and meet deadlines?

The **Project Coordinator** is responsible for simultaneously coordinating multiple commercial & residential interior construction projects of varying sizes to ensure each project meets client requirements and is completed on time and on budget.

Working under the general direction of the Director, Projects, the **Project Coordinator / Estimator** is responsible for proactively and successfully coordinating smaller projects and assisting on larger projects. This is a progressive role with the opportunity to take on more responsibilities and larger projects as you develop in the role.

Our ideal candidate is proactive, detail orientated, organized, has strong communication skills and has a background in coordinating commercial and residential construction projects.

### Job Responsibilities

Responsibilities include, but are not limited to:

#### Pre-Construction

- Reviews plans & specifications to determine the scope of work and to define project plans
- Outlines project requirements and timelines; proactively communicates the details and requirements
- Tenders contracts from consultants, sub-trades & suppliers
- Estimates the number hours required to manage project(s)
- Prepares quantity take-offs, as required
- Prepares construction agreement(s), schedules & budgets
- Proactively communicates project progress and requirements and addresses any concerns
- Throughout the project, proactively and accurately reviews, approves and codes all project costs to budget

## Construction

- Works in collaboration with the Site Manager, or as the Site Manager on small projects, to ensure project deadlines, the quality of workmanship, and overall project goals are met
- Proactively issues purchase orders / subcontracts & prepares construction schedules
- Proactively coordinates all sub-trades according to project plan
- Proactively collects all payments according to payment schedule
- Proactively coordinates budget, submittals, RFIs & change orders
- Proactively communicates project progress and requirements and addresses any concerns

## Job Close Out

- Provides owners operation manual(s)
- Addresses any project concerns /deficiencies
- Ensures cost reporting is finalized and balanced
- Receives project certificate of completion and client sign off
- Conducts an internal debrief of the project including acknowledgements and suggestions for continuous improvement
- Completes internal close out reporting and documentation

## Required Experience & Skills

- 2-3 years of experience in project coordination in commercial /residential construction, preferably in the greater Vancouver area
- Occupational First Aid Level 1 & Construction Safety Training System
- General knowledge of all aspects of commercial & residential construction
- Strong analytical skills and construction detailing practices
- Excellent verbal and written communication skills
- Ability to work effectively with clients and all stakeholders for successful project completion
- Knowledge of MS Office (Word, Excel, Project, and Outlook)
- Comfortable using digital take-off software & Project Management Software
- Comfortable managing and coordinating crews
- Good knowledge of current provincial & municipal building codes
- Experience estimating construction projects with varying budgets and details
- Ability to successfully manage small and large budgets
- Ability to read and understand architectural & consultants plans
- Strong work ethic, highly motivated and enjoys a challenge
- Willing and able to learn new skills and concepts quickly
- Confident, positive & outgoing personality
- Able to maintain a professional demeanour in challenging situations
- Enjoys a multi-faceted and dynamic work environment
- Able to prioritize and be flexible, while maintaining efficiency
- Must be legally able to work in Canada

### How to Apply

We want to hear from you! Please apply through our website careers page and/or email your resume and a cover letter that summarizes your project experience to [careers@klondikecontracting.com](mailto:careers@klondikecontracting.com). Please indicate **Project Coordinator / Estimator** in the subject line.

We would like to thank all applicants who apply. Only those selected for an interview will be contacted.