



## Construction Coordinator

We are seeking an exceptional Construction Coordinator to support the Commercial and Multi-Family Development Team by coordinating construction activities, contract administration and documentation with all internal and external stakeholders.

### About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- have a Commercial portfolio of over 2million sf existing portfolio plus additional development potential of over 1Million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

### About the role

The Construction Coordinator is responsible for:

- Project issues management
- Construction Manager liaison
- Schedule and budget coordination and support
- Portfolio schedule updates
- Site Logistics
- Quality control and turnover
- Document management and control
- Bi-weekly meeting coordination
- Administrative support

### About you

You have:

- 3 years' experience in a construction coordinator role.
- 3 years' on-site construction job experience.
- proficiency with Construction Management Processes/Documentation (RFI's, SI's, Shop Drawings, Scope of Works, Master Contracts,etc).
- proficiency with Microsoft Project, Excel, Word, Outlook.
- the ability to read/understand working drawings.
- strong organizational skills and an ability to process large volumes of information
- demonstrated leadership and team building abilities

- a friendly, engaging and positive personality
- strong written and verbal communication skills and highly organized

We offer a dynamic opportunity with an attractive base salary and benefits. Should Regional Group and this position be a good match for you, please email your cover letter and resumé to:

[recruiting@regionalgroup.com](mailto:recruiting@regionalgroup.com).

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.