



Project Coordinator

We are seeking a Project Coordinator to support the Project Manager in overseeing and supervising a wide range of construction/tenant fit-up projects from start to finish, with administrative support and project coordination.

About the role

As the Project Coordinator, you will be responsible for:

- maintaining current and accurate project files to establish timelines and project records; maintaining project folders and closing as required.
- scheduling project meetings and developing meeting agendas.
- attending regular design and construction meetings.
- preparing and maintaining meeting minutes.
- preparing tender documents.
- filing all correspondence and ensuring record keeping is current and accurate.
- reviewing, circulating and tracking shop drawings.
- maintaining accurate and up-to-date project logs such as Drawing, SI, CCO, CO, RFI's and deficiency lists; formatting and updating logs templates.
- tracking and circulating site instructions, change orders pricing, and relevant information.
- assisting in developing scopes of work, RFP and RFQ preparations.

About you

You have:

- post-secondary education or suitable professional training and experience as an alternative.
- proficiency with MS Office suite.
- strong Yardi software knowledge.
- effective oral and written communication skills.
- excellent interpersonal skills.
- excellent organizational skills.

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 2 Million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for over 60 years.

- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

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.

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