

PROJECT COORDINATOR- PRECONSTRUCTION

WHO WE ARE

Located in downtown Toronto, Podium Developments is growing and is looking for an enthusiastic, and motivated **Project Coordinator** to join our Pre-Construction team.

Founded fifteen years ago and a registered Tarion builder since 2006, Podium Developments has a successful track record in rezoning, developing, and constructing sensitive urban infill locations, often near major institutions. With over 1 billion of real estate completed or under construction in the GTA, Oshawa and Kingston area, Podium Developments has demonstrated tremendous expertise in bringing new developments to fruition. We have earned an enviable reputation of delivering quality projects on time and on budget.

WHAT WE'RE LOOKING FOR

Your role as a Project Coordinator will be to support our Pre-Construction team which manages getting construction projects started, through project planning, procurement, and early works. As projects take shape, this role provides an excellent opportunity to transition to the construction team in the delivery of projects. The versatility in this role will provide a well-rounded experience for future growth within the architectural, engineering and construction industry (AEC).

RESPONSIBILITIES

- Construction estimates
- Construction schedules
- Procurement of trade and material contracts
- Construction management plans
- Coordinating site mobilization.
- Design coordination and implementation
- Deficiency Management
- Quantity Tracking and Projections
- Contract administration (invoice certification, change orders)
- Financial Controls (Invoicing, Tracking of Costs and Payments)
- Site Review for conformance with design
- Permit applications
- Liaising with Site Supervisors

KEY QUALIFICATIONS

- Degree or Diploma in Engineering, CET, Building Sciences, Architecture, Construction Management or equivalent.
- Experience working with construction management firms.
- Strong leadership, communication and technical construction skills.
- PMP, Gold Seal, Red Seal would be an asset but not required.

WHAT WE OFFER

- Competitive salary
- Group Health Benefits
- Group Retirement Savings Plan
- Long-term career opportunities
- People-focused culture and work environment

For consideration, please submit a resume and cover letter to:

recruiting@podiumdevelopments.com