

Now hiring.

Construction Office Coordinator



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With over 65 years of home building excellence, we are hiring a Construction Office Coordinator.

Job Duties:

- Create, update guidelines and instructions to implement administrative operations, procedures and timelines for various construction projects;
- Establish work priorities and implement administrative operations, procedures and timelines for various construction projects;
- Coordinate the completion of a construction project by facilitating communication between project designer, site supervisor, project scheduler, various internal staff and various external actors;
- Proofread Homeowner's Agreement and other paperwork;
- File Notice of Project to the Ministry of Labour, Training and Skills for the approved project;
- Process requests for locates through the Ontario OneCall Website and follow up with locate providers for the construction to start and distribute and inform responsible personnel about the locates information;
- Receive and compare the project paperwork and architectural plan provided by the project designer and executor, and advise the discrepancies and requesting changes be made accordingly
- Co-ordinate for materials supply requested by homeowner and project manager by approving quotes, placing orders, following up with material suppliers, and checking and accepting delivered materials;
- Implement and oversee timelines provided by project scheduler and coordinate updates and changes of timeline when required;
- Coordinate Gas Meter installation and Inspections upon receipt of site supervisor's notification and paperwork by requesting and contacting various actors regarding timelines and required information;
- Coordinate rental for water heater based on mechanical paperwork received and timeline for delivery and installation;
- Process requests for Warranty Certificates prior to closing and request amendment if required, and connect with homeowners for house/property delivery;
- Coordinate and oversee the completion of Final Inspection and final closing by contacting site supervisor to request inspection, download Final Inspection and Occupancy Certificate and provide required paperwork and information to company's lawyers;



- Communicate with homeowners, answer basic inquiries regarding status of the construction and post-closing service, and facilitate coordinate the homeowner final pre-delivery inspections conducted by the homeowners Site Supervisor and Customer Care Representative;
- Assign tasks to specific internal responsible personnel based on site supervisor's Warranty Tasks; and
- Use CoConstruct software to upload and share paperwork and notifications.

Terms of Employment Full Time, Permanent

Work Schedule 40-42 hours per week, Monday to Friday 9:00 a.m. to 5:00 p.m. Additional time as required.

Start Date As soon as possible

Language English

Wage \$25.50 per hour

Benefits Package (if any) MDM Insurance

Location of Work (local area, city or town)

Remote Working, Attending in-person events and meetings in S. Thomas as needed

Work Setting Remote Working

Education

A university degree or college diploma in project management or administration

Employment Requirement

- CoConstruct, Microsoft project/MS Project, Excel, PowerPoint, Outlook, Teams;
- Terminology of Constructions and Urban Plan;
- Knowledge of construction materials, parts and installation;
- Strong Time Management and Coordination Skills;
- Strong Communication Skills; and
- Knowledge of Urban Design/Development Plans and Architectural Design and Plans.

Experience

- 2 to 3 years work experience as office coordinator or administrative officer; and
- At least one year full-time experience as office coordinator or administrative officer in construction or construction related companies or business in Canada.

Personal Suitability

- Ability to establish effective relationships with residents, family members, and staff;
- Strong documentation skills;
- Ability to represent the company in a positive and professional manner.

Contact Information:

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Human Resources Generalist

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