



### Construction Project Coordinator

At Claridge Homes, we are dedicated to quality and craftsmanship without compromise. Located in Ottawa, ON, we offer an excellent benefit package and pride ourselves on providing a healthy, diverse, and balanced work environment. Working with a team of over 250 Full time employees, top contractors and professionals we have built more than 8,000 Tarion certified homes, 4,000 condominiums and several retirement homes totalling 500 suites. We have grown to become Ottawa's largest land developer because each project we strive to provide maximum value and customer satisfaction.

We are looking for a Construction Project Coordinator to plan and implement a range of construction projects from start to finish. The successful candidate will organize and oversee construction procedures and ensure they are completed in a timely and efficient manner.

An excellent Construction Project Coordinator must be well-versed in all construction methodologies and procedures and able to coordinate a team of professionals of different disciplines/trades to achieve the best results. The ideal candidate will have an analytical mind and great organizational skills.

Reporting to the Project Manager, the Project Coordinator will be responsible for:

- Estimating project costs, budgeting and assisting with the tender process
- Collaborating with customers, engineers, architects, subcontractors, and tradespersons
- Managing and scheduling of labour and subcontractors
- Preparing, distributing and tracking on Request for Information (RIF's), Purchase Orders, Change Orders, and Contracts.
- Planning and preparing construction schedules and monitoring progress
- Preparation and distribution of drawings and plans
- Preparing progress reports and meeting minutes
- Building and maintaining client and supplier relationships

### Qualifications and Skills

- Technical Diploma or Engineering degree, and/or equivalent knowledge & experience
- 2-3 years' experience in commercial construction in a similar role
- Ability to prepare and track budgets
- Ability to read and interpret blueprints
- Understanding of project forecasting and projections
- Highly organized with strong analytical skills
- Ability to multi-task in a fast-paced environment and to identify and manage priorities



- Must be able to demonstrate experience with Microsoft office
- Self-directed with an ability to work autonomously

Please send applications to: [HR@Claridgehomes.com](mailto:HR@Claridgehomes.com)

Claridge Homes is committed to being an Equal Opportunity Employer. Please advise in advance if you require any accommodation during the application or selection process. Any information you send us will be handled professionally, respectfully and in complete confidence.

While we thank all candidates for their interest, only those selected for further consideration will be contacted.