



Job Title: Project Coordinator

The Onni Group is a leading real estate firm based in Vancouver, British Columbia, Canada with offices in Toronto, Los Angeles and Chicago. This diverse company is vertically integrated with in-house departments responsible for execution of the company's activities including property development, construction and management as well as leasing, sales and marketing.

There is an exciting opportunity for a talented professional to join the Construction team in Vancouver as a Project Coordinator. The ideal candidate is a self-motivated, detail-oriented with strong initiative and an ability to effectively communicate with a wide variety of constituents; and has proven capabilities in multi-tasking, problem solving and prioritizing workloads.

Responsibilities:

- Liaison between the Project Manager, Project Coordinator, and all other technical disciplines involved
- Assist Project Manager with the overall management of high-rise construction projects

Duties:

Preconstruction:

- Cost estimating and quantity take off
- Prepare bid documents and clear and concise scopes of work
- Prequalify vendors and subcontractors
- Maintaining project cost data base

Procurement:

- Development of project bid list and subcontractor Notice to Proceed
- Analysis of contract documents and proposed subcontractor selections
- Review and cost analysis of material purchase.

Construction Coordination:

- Update project estimate based on review of 30/60/90 percent Drawings
- Draft subcontracts
- Manage change, quantify orders and subcontractor invoices
- Maintain budgets and cost forecasts
- Participate in post project review with key project personnel



Education and Experience:

- Minimum 2 years of construction related experience, a portion of which was directly involved in project coordination
- Post-secondary education - Diploma, or BSc Degree in Engineering, Construction Coordination or related field an asset
- Previous experience overseeing large high-rise and podium multifamily and commercial projects an asset

Please note that we offer competitive pay, a comprehensive benefit package and programs to continuously develop and recognize employees.

All interested applicants please submit your resume and cover letter stating your salary expectations to recruiting@onni.com. Please include "Project Coordinator – Vancouver" in the subject line.

We thank all applicants for their interest; however only those selected for an interview will be contacted. No phone calls please.