

Project Coordinator, Construction

Location: Calgary, AB

Employee Status: Full-time

The Project Coordinator, Construction will be equipped with the following experience:

Training and Certifications

- 5 years of multi-family construction experience.
- Knowledge of construction industry including the ability to read drawings and specifications, working knowledge of building materials, quality, safety, construction sequences, scheduling, equipment, techniques, and permitting requirements.
- Ability to assist with basic problem-solving principles to construction challenges and present solutions.
- Ability to review and comment on construction schedules and sequencing.
- Ability to administer contracts, subcontracts and contract documents, specifically experience with CCDC contracts. CCDC 5a or CCDC 5b an asset, but not essential.
- Ability to establish and maintain effective stakeholder relationships.
- Effective verbal, written, and interpersonal communication skills.
- Working knowledge of Microsoft project, Excel, Word or other software applicable to construction management with a strong aptitude for adopting new technology.
- Ability to administer construction submittals, RFI's , shop drawings, change orders.
- Bachelor's degree in engineering or diploma in engineering technology, construction management, or a related field.

The Project Coordinator, Construction will be involved in the following aspects of JEMM's construction projects:

Responsibilities

- Work closely and assist JEMM, Principal – Construction and Projects, future JEMM project managers, and the Construction Manager (CM) superintendent and Project Manager with overall project performance including primarily contract administration, tracking of construction documentation, assist with budget control, schedule reviews and coordination, risk management and quality.
- Assists in overall construction coordination, planning and identifying potential risks and communicating these with JEMM.
- Performs quantity takeoffs, if required, rough order of magnitude estimating and ability to evaluate pricing changes from CM and subcontractors for reporting to JEMM.
- Assist with site coordination of construction progress and reporting between JEMM and CM.
- Develops and maintains excellent relationships with consultants, CM and subtrade partners.
- Assist with activities such as consultant tender packages, evaluating defining scope and monitoring progress of tender packages and tender schedule from CM.
- Assists with change management and change order process, including follow up of approvals, tracking of pricing, processing, and assessing cost and schedule impact.
- Tracks and follows up with consultants, CM and subtrades on submittal process including request for information and shop drawings.

- Attending site weekly for progress assessment and construction schedule anomalies.
- Assists with scheduling and planning suite turnover, coordinates with QA consultant.
- Coordinates pre-commissioning and commissioning with property managers and CM.
- Assists with overall project closeout, including archiving documents, maintenance, and warranty coordination.
- Identifies and assists in resolving field technical issues where applicable.
- Ability to work independently and self-motivate.

About JEMM

Founded in 2016, JEMM Properties is a progressive local Calgarian developer of high-density purpose-built apartments. At JEMM we strive to enhance the quality of life in the city we love. We are committed to growing communities, creating value, reflecting authenticity, and introducing innovation and having fun along the way.

We are looking forward to the future and the exciting new projects currently under construction or in the planning stage. By joining the JEMM team, you will be part of a collaborative, fast paced, community driven multi-family developer.

If you're interested in joining our dynamic team, please forward your resume to hello@jemm.ca

Learn more about JEMM Properties at www.jemm.ca