

INTERNAL JOB POSTING

POSITION: PROJECT COORDINATOR, DEVELOPMENT & CONSTRUCTION

LOCATION: Calgary

CLOSING DATE: May 31, 2017

TrioVest places a high value on attracting and retaining exceptional individuals. We believe that the quality of our people reflects directly on the quality of our work. This job posting will be made available to TrioVest employees prior to an external posting.

POSITION OVERVIEW:

Reporting to the Vice President, Development & Construction, the successful candidate will fill the full-time position of Project Coordinator, Development & Construction in our Calgary office. The primary responsibilities of this role is to support the Development & Construction team including taking minutes, corresponding with consultants, clients, contractors, completing various reports and presentations.

KEY RESPONSIBILITIES:

As part of your varied duties as a Project Coordinator, you will:

- Provide administrative support to the development and construction team.
- Lead the preparation of monthly project status and construction draw reports and ensure accuracy and deadlines are met.
- Manage and track development invoicing and coordinate with accounting department.
- Preparation of meeting minutes and assisting in the preparation of budgets, client reporting, general correspondence, and staff schedules (including travel arrangements), contracts & other development documents.
- Maintain department filing system (hard and electronic).
- Track change order and project documentation through project pre-development, construction, and completion phases.
- Participate in front office reception coverage rotation.
- Develop and maintain working relationships internally and externally with design consultants, contractors and various municipal authorities.
- Assist the development and construction team with RFP's.
- Assist the development and construction team with leasing terms and conditions.



QUALIFICATIONS:

Success as a Project Coordinator calls for a solid professional background that includes:

- A post-secondary degree is required.
- Two years of project coordination experience with a development, construction or real estate firm.
- Fundamental understanding of the development, design and construction industries including processes, procedures, drawings and permits.
- Ability to work with multiple managers on concurrent multiple tasks.
- Proficient in Microsoft Office including Adobe Acrobat.
- Excellent verbal and written communication skills.
- Strong organizational skills.
- Motivated individual with an eye for detail.
- Ability to meet tight deadlines and multi task various projects.
- A dedication to providing exceptional service, every day.
- The ability to adapt to change in a positive way and deliver successful results within a time frame.
- Must possess a team-oriented approach to meeting goals and objectives.
- A willingness to admit mistakes and easily digest constructive feedback, using it as a learning opportunity.
- The ability to perform with exceptional integrity, always striving to do the right thing and help to create an environment built on trust, honesty and respect.

Interested individuals should send their resume to Elena Boyack, HR Business Partner at eboyack@triovest.com.