

In-TAC ISSofBC Pre-Arrival Services Job Posting

Project Coordinator

Job ID #: In-TAC-012-17

Sector: Construction

Job Type: Full time

Location: Vancouver, BC

Number of Openings: 1

Salary: DOE (Depending on experience)

Closing Date: Ongoing until filled

This employer is Canada's leading real estate developer with a focus on large, mixed-use projects. They are a practice dedicated to city building and the creation of iconic buildings such as Fairmont Pacific Rim, Shangri-La Vancouver, Shangri-La Toronto, Woodward's, Vancouver House and TELUS Garden.

They have an exciting opening for a motivated team player to join their expansive practice and have an amazing career in real estate development. This is a rare opportunity to work on unique projects with the best teams, consultants, and design groups.

Responsibilities

- Assisting with rezoning applications and process management
- Coordination of consultants, marketing and sales team, trades and construction team
- Researching, analyzing and assessing feasibility of various potential sites, master plans, redevelopments, or project opportunities
- Managing projects from preliminary investigation, conceptual, design, marketing, sales, construction, to completion
- Monitoring project progress and reporting to ownership
- Developing and monitoring of project schedule
- Managing consultants and working with estimators to design, value engineer, and execute budget and schedule
- Providing input and monitoring budget and proformas
- Working with legal counsel and advisors on various agreements with authorities, partners, neighbors, consultants, trades, etc., as needed
- Attending regular project meetings and providing status reports with owner
- Reviewing, providing input, and approving drawings and specifications
- Working with municipalities and various levels of authorities to negotiate, coordinate and further the progress of various projects
- Working with construction team and consultants to prepare tender packages
- Analyzing, reviewing, and recommending tender proposals and quotes
- Negotiating with consultants and various trade contracts, preparation of supplementary conditions and schedules
- Working with marketing, architectural and development teams on interior details, plans sanitations, detailing, procurement
- Working with construction teams and sites to complete and resolve construction details as needed
- Proactively work with other governing bodies, associations, special interest groups and committees in surrounding areas of the properties and sites in the group portfolio to ensure that the company's interests are looked after and operations are not negatively impacted
- Assisting in due diligence work and analysis for potential projects or properties including pricing, budgeting, projections, condition reports and operational overview, as needed
- Liaising between facilities managers, property managers, construction, project managers and accounting for preparation of budgets, expense allocations, tenant accounts and reporting
- Other ad hoc tasks, as required



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Qualifications

- Bachelor's degree
- Project Coordinator: 2 years
- Architectural Design: 1 year
- Development: 1 year

How to Apply

This opportunity is exclusively for Pre-Arrival immigrants to Canada with valid passport from China, Hong Kong, Macau, or Taiwan. **If you are interested in this position (or similar roles) and moving to Canada soon, our Counsellors can assist and connect you directly with employers.**

For Pre-Arrival clients already registered with In-TAC Pre-Arrival Services, email your resume to your Counsellor, including **“Job ID # In-TAC-012-17”** in subject line. To access our free In-TAC Pre-Arrival Services, please click [here](#) to register as our client.



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