



PROJECT COORDINATOR

Reporting to: Development Manager

Full-time

Based in: Ottawa and Gatineau

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Windmill Development Group is seeking an experienced Project Coordinator to assist in the management of the Zibi development project (formerly Domtar Lands Redevelopment), as well as other projects currently under construction. The candidate has more than 4 years of experience as a project coordinator or technologist in construction or engineering or design, preferably in real estate condominium and / or office development and has been educated through a technologists program, trade school, or other technical education. The ability to read and understand drawings and specifications is required. The ideal candidate brings exceptional organizational skills to help develop an efficient information management protocol for all projects, and has a strong personal commitment to Sustainability. Ability to work in both French and English a definitely asset.

www.windmilldevelopments.com

POSITION SUMMARY:

The Project Coordinator supports the Project and Development Managers within Windmill's Development Management group. You will organize activities and functions of assigned projects to ensure that goals and objectives specified for the project are accomplished.

Some general tasks include project information management; analysis of alternative solutions both technically and financially; site review; liaise between sales and project management, and support the Project an Development Managers through the municipal approvals process.

RESPONSIBILITIES:

You are expected to have strong communication skills, both written and oral, in English with French being an asset, to ensure all stakeholders understand your direction as it relates to the concerns and the best interest of the project team. The concept of sustainability will be infused in your decision making process to ensure Windmill's mission will be upheld.

Some specific responsibilities will be:

- Contribute to the development of an efficient project information management system;
- Contribute to the sustainability of the One Planet Living requirements for the projects;
- Manage project information including effective meeting minutes, tracking outstanding action items, consultant reports, site review reports, contract administration;
- Manage site specific Health and Safety Training for consultants and contractors including site access and chaperone on the Domtar lands as required;
- Contribute to resolving construction related issues through a combination of site review, drawing and specification research, and creative problem solving;
- Communicate change to consultants or contractors effectively through drawings and written instruction;
- Process contractual change requests, both for consultants and contractors, for execution by the Project Managers;
- Preparation monthly reports and cost control.

WORK ENVIRONMENT:

Work is 60% office environment and 40% on construction projects is anticipated over the entire project cycle. Fast paced, changing priorities and working within tight timeframes and deadlines. Maintaining accuracy in all aspects of your work ethics.

SALARY RANGE:

Anticipated salary range 50-65K

HOW TO APPLY:

Please send all CVs and Cover letters to career@windmilldevelopments.com

*no phone calls about this job will be accepted.

This is a great opportunity to join one of the nation's greenest and most innovative developers and grow with our team!
