

Streetcar Developments enjoys a hard-earned reputation as a Toronto developer who invests in exciting neighbourhoods, improving the quality of entire communities. Every one of our celebrated residential projects integrates seamlessly into its surroundings, respecting the historic look and feel of the area while providing a glimpse into what could be.

Our unwavering commitment to build a more livable and culturally rich Toronto has allowed us to attract the absolute best and most passionate talent.

Streetcar is currently seeking qualified, ambitious and driven individuals to join our team in the following role:

Construction Project Coordinator

PRIMARY RESPONSIBILITIES:

- Interact with and coordinate contractors, consultants, architects, engineers, trades and maintenance personnel on various project issues/concerns
- Assist with special projects as required
- Coordinate various project documentation, including bid packages / contracts and pay request preparation
- Assist with sourcing, solicitation and follow-up of contractors
- Prepare contracts, project correspondence, maintain data, record maintenance, pay request submissions, etc.
- Develop bid documents and specifications for solicitation of professional services (consultants, architects, engineers) and contractors
- Coordinate and review required shop drawings
- Manage RFIs / Site Instructions / Clarifications
- Identify long-lead material orders to ensure orders are placed efficiently
- Deficiency remediation and suite finishing coordination/inspection
- Co-ordination of suite selections and upgrades
- Quantity surveying
- Balancing a demanding work schedule among multiple structures
- Managing tasks through to completion, and documenting and reporting on progress
- Additional administrative responsibilities as required

QUALIFICATIONS:

- A minimum of 5 years' experience in project coordination, specifically with condominium projects or residential high rise construction.
- Post-secondary education in a construction management related discipline and/or equivalent experience and/or skilled trades
- Training in Project Management from a recognized source
- A strong ability to maintain and document project timelines
- Estimation and quantity surveying experience
- Experience in and strong knowledge of the new build condominium industry in a project coordination role
- Experience coordinating and managing trades
- An ability to demonstrate results and meet tight deadlines
- Strong communication skills in English, both written and oral, is required
- Comprehension of plans and specifications
- Excellent organizational skills across multiple projects
- Demonstrated proficiency with AutoCad, Bluebeam, MS Word, Excel, MS Project or equivalent.

To express interest in this exciting opportunity, please apply in writing by electronic mail, with a copy of your resume to:

Streetcar Developments
e-mail: careers@streetcar.ca
Attn: HR / Wendy Stewart

No agencies please.