



Project Coordinator – ICI and Retail Construction – Calgary

Established in 1989, Terlin has become a leader and innovator in full-service construction for retail, commercial, and institutional clients. Distinguished by their end-to-end approach and unparalleled reputation for quality and reliability, Terlin's state-of-the-art Ottawa facility houses their custom Millwork shop which provides an exclusive focus on the specialized needs of their clients. From design through construction and service, Terlin handles every aspect of interior construction and delivers outstanding and consistent results.

The Terlin Team is a talented and driven group of experts, tradespeople, designers, and project managers. In addition to their skilled partners and sub-trades, Terlin's complete team is made up of close to 200 dedicated individuals – each committed to making customer service and satisfaction their highest priorities. **And they are always looking for great people to join their team!**

The Opportunity

Terlin is currently searching for a fulltime, experienced, and dynamic **Project Coordinator** to join our Project Management team. The environment is fast-paced and growth-oriented – ideally suited for individuals who like to take charge and are driven to build on current successes.

Responsibilities

The Project Coordinator is an integral member of the team responsible for directing, organizing, and controlling project activities under the direction of a Project Manager. The role will also encompass collaborating with clients, sub-contractors, and colleagues to ensure the successful delivery of projects.

Specifically, the Project Coordinator will be responsible for:

- Assisting the PM in the drafting and issuance of project proposals, RFP's, tenders, budgets, cash flows, and preliminary schedules, monitoring projects plans, budgets and work quality.
- Tracking the progress of work being performed by design disciplines/trades.
- Effectively and accurately communicating relevant project information to the client and project team.
- Reviewing field inspection reports from consultants.

- Issuing Contracts, Letters of Intent, and Purchase Orders under direction of the PM.
- Maintaining RFI Logs.
- Assisting the PM in the review of Contractor quotations to ensure that only fair and reasonable pricing is recommended for approval.
- Tracking and assisting in managing contemplated change notices and change orders, including communication with foreman, and ensure documentation updates.
- Communicating ideas for improving company processes.
- Keeping the Project Manager and others informed about issues that may impact client relations.
- Supervising and coordinating the Shop Drawing Process.
- Preparing site documentation.
- Working with Foreman to ensure that deliveries are expedited and coordinated.
- Attending any site meetings the PM is unable to be present for, and take down necessary information.
- Coordinating and ensuring submittal of project closeout documentation.
- Interest in the potential of full-cycle project management of small projects under the direction and mentorship of a Project Manager.
- Managing the facilities of the Calgary office (which includes IT, phones, appliances, supplies, insurances, etc.) as well as ongoing responsibilities (reception, logistics, vehicle fleet, etc.).

The successful candidate is a self-starter who possesses excellent communication skills, is extremely organized, detail-oriented, has a positive attitude and a sound knowledge of construction and trades.

Qualifications

- Minimum two (2) years of construction industry project administration involving retail and ICI works.
- Professional and diplomatic.
- Proven written / verbal communication and interpersonal skills to interact with diverse, cross-functional teams.
- Excellent time management and computer skills.
- Ability to prioritize, think outside the box when needed, and willingness to adapt to new concepts.
- Ability to recognize issues as challenges and capacity to work well under pressure.



- A valid Secret security clearance (or ability to successfully obtain same) is a requirement of the position.
- Bilingual (English and French) would be considered an asset.
- Some estimating experience would be considered an asset.
- Experience using the construction software Procore would be considered a significant asset.
- A valid driver's license is required.

What Terlin Has to Offer

Terlin offers employees the opportunity to work on innovative projects alongside dynamic, dedicated, and talented teams who possess a strong drive for success.

Their **comprehensive benefits package** is designed to meet the demands of each individual's life at work as well as at home. Employees are eligible for coverage under Terlin's benefit plans and are encouraged to participate in any, or all, of their benefit programs. The benefit programs are also complemented with **RRSP** matching and **profit sharing**.

Terlin is an equal-opportunity employer and values diversity and inclusiveness in their company.

Do you have the drive, the experience, and the commitment to excellence to be part of the Terlin Team?

If you think you have what it takes and would like to join an organization that offers proven corporate leadership, opportunities for career advancement, great team spirit, and a collaborative environment, then let Terlin provide you with an excellent place to work, grow, and excel!

To learn more about Terlin Construction Ltd., visit their website at **www.terlin.ca** .

We thank all applicants for their interest, however, only those qualified will be contacted for an interview.