



Title: Project Coordinator
Position Type: Full-time, Permanent
Work Remotely: No
City: Toronto
Company: Cope Group Inc.
Job Commencement Date: Immediately
Job Closing Date: TBD

Thank you for your interest in working alongside us at Cope Group. Our company is founded on the desire to build meaningful relationships with our partners, customers, stakeholders, and most importantly, the communities which we build. We aim to foster a professional, transparent philosophy that promotes leadership and integrity while providing our team with a contemporary, progressive, and adaptive working environment.

Our team is composed of strategic, experienced, and welcoming professionals trained to offer the highest standard of service. We search for creative, innovative, and perceptive people who each bring unique skills that will help us build the communities of tomorrow. Our people bring relentless passion, fast learning, and a culture of innovation to every dimension of their work. We are committed to the continuous development of our employees, using our leadership to shape the future of development and help build the future of our communities. Join our team of diverse industry leaders, helping to build the communities of tomorrow.

Job Description:

As the Project Coordinator, you will be responsible for supporting and assisting the Project Manager in all aspects of their role and will work closely with the development and construction team on key tasks associated with our project portfolio.

Key Responsibilities - Project Coordinator

- Support the project manager and other staff during the project lifecycle, from design development to close out.
- Assist with close out plan under supervision of others – including coordination of submittals and all close-out documents including as-builts, warranties and Operating / Maintenance Manuals.
- Coordinate various consultant deliverables and report to the project manager or senior coordinator as required.
- Assist the PM with coordination of procurement activities (RFPs, tender administration, scope reviews, contract awards)
- Obtain pricing for ACI's/COs as directed by PM / APM.
- Maintain and update various project related logs (RFI logs, concrete logs, inventory logs, etc.)
- Maintain and update the shop drawing log, review shop drawings and submittals.
- Coordinate preparation of site photographs for record.
- Attend development, client, consultant, construction manager meetings and lead in documenting action items/minutes.
- Participate in special projects as required and additional duties as assigned.
- Use professional communication in all correspondence.
- Support coordination with the construction team on behalf of the developer.

- Assist in reviewing the preparation of specifications and drawings for assigned project(s)
- Read, comprehend & communicate information from drawings.
- Assist with coordination of permit applications.
- Assist in monitoring of field work to ensure compliance with company standards, procedures and instructions given.
- Assist the developer in the final project takeover and year-end warranty inspections.
- Support site field personnel in any duties as assigned, including maintaining and organizing site health & safety info, opening/closing site gates & and assisting with material orders.
- Other non-specific or general duties which maybe undefined within this document.

Qualifications:

- Educational and experience requirements include a construction related degree or equivalent combinations of technical training and/or related experience.
- Minimum of 3 years construction experience.
- Understanding of industry practices, processes, standards etc.
- Knowledge of various construction disciplines, safety regulations, scheduling, cost control, quality control, engineering drawings and other documents.
- Good communication and interpersonal skills.
- Enthusiasm for challenge and new initiatives.
- Proficiency in Office and Project Management software (e.g., MS Office/Project).

Interested individuals are invited to submit their resumes to careers@copegroup.ca

We appreciate the interest of all candidates, however only those selected for interviews will be contacted.