

## Project Coordinator

### Overview

Reporting to the VP-Development, the Project Coordinator is integral to the success of our development projects. You are a valued member of the team who works with everyone in our company to assist in the planning, coordination, and execution of real estate developments and our corporate initiatives. This position is best suited to someone who thrives a dynamic workplace where every day is different, loves keeping things organized and has strong communication skills.

### Mike Geric Construction

Mike Geric Construction is a growing, entrepreneurial company that values work-life balance and giving back to the communities where we live and work. Our team is focused on providing value to neighbourhoods, meeting the needs of our growing population and innovating to ensure our developments stand out and stand the test of time. We are a family-owned, local developer, with a 50+ year history and big ideas for the future. We would love to meet you!

### Responsibilities

1. Organizational Excellence
  - a. Support and monitor development project milestone trackers and provide regular updates on project development;
  - b. Manage several key file sharing and organizational tools such as One Drive, Microsoft Office Suite and potentially others;
  - c. Work as a lead point of contact for consultants, sub-consultants and throughout the office.
2. Planning and Development Support
  - a. Review and coordinate floor plans, floor plates and consultant reports;
  - b. Play a critical role in the public engagement process with community members and identified stakeholders;
  - c. Coordination with suppliers regarding fit and finish as well as ensuring projects are completed to a standard which is in accordance with MGC quality and brand.
3. Sales and Marketing Coordination
  - a. Contribute to the development of both internal and external communications;
  - b. Coordinate and organize sales and marketing projects with the VP Marketing and Communications;
  - c. Assist the development, operation, and sales teams as needed during sales launch and project closeout, including the preparation and assembly of project/owner manuals.
4. Writing and Analytical Support
  - a. Market research and project summary development;
  - b. Assist in the development and creation of writing summaries and briefs on various aspects of the development, marketing and sales process;
  - c. Where required, assist in the drafting and storage of internal and external meeting minutes.

Additional related duties, as required – *be ready to jump into anything!*

**We're Looking for a Teammate Who...**

- Has outstanding organizational skills;
- Demonstrates the ability to handle multiple projects at one time;
- Brings a positive work ethic with strong interpersonal skills;
- Has gained some combination of planning, plan-check, development, project coordination and/or construction experience;
- Has a strong combination of analytical, communication and writing abilities;
- Brings strong attention to detail and an ability to adapt to rapidly changing plans and directions.

**An Ideal Candidate has a Combination of the Following Qualifications and Experience...**

- Minimum 2 years of related work, education or co-op experience in planning, land development, project management / coordination, architecture or design, and/or construction;
- Education in urban planning, design, land economics, business and/or project management. A certificate or degree is preferred, but not required;
- Experience or knowledge of Microsoft Office Suite, One Drive and preference given to candidates with an ability to work with InDesign, illustrator, AutoCAD, and/or SketchUp.

**Mike Geric Construction Compensation & Benefits**

- Competitive Salary and Bonus Program
- Extended Health Benefits
- Free Office Parking in a Walkable and Transit Oriented Neighbourhood
- Staff Social Events
- Opportunities for Professional Development and/or Designation

*Still Reading?* If Interested, apply to [laura@gericconstruction.com](mailto:laura@gericconstruction.com)