



MERIDIAN

DEVELOPMENT

<https://meridiandevlopment.ca/job/project-coordinator-kelowna-bc/>

Project Coordinator – Kelowna, BC

Description

Meridian is growing and we are excited to add a full-time, permanent **Project Coordinator** to complement our **Projects Team**.

Who We Are

Meridian is a real estate developer and multi-award winning residential and commercial construction company that designs and creates beautiful spaces. Our projects incorporate modern and unique architectural features and sustainable building practices with careful attention to detail. A Meridian project checks all the boxes for comfort, style, luxury, efficiency and sustainability.

What You'll Be Doing

This position will be a supporting role to the Site and Project teams in the careful planning and flawless execution of projects ensuring all work is completed to the highest standards of quality. You'll play an essential role in the coordination of inspections and documentation control. You will assist with receipt and storage of materials on site, update production schedules, and record and distribute meeting minutes. You will actively participate in promoting Meridian's culture of safety and ensure it is instilled into all involved in Meridian projects.

How You'll Succeed

You have an interest in the construction industry. You communicate clearly with others in a wide array of situations. You challenge the status quo and think outside the box. You are able to shift priorities in an ever-changing environment while maintaining a strong attention to detail. You take initiative in identifying problems before they happen and find solutions that keep projects on schedule and under budget.

What You'll Need

Hiring organization

Meridian Development

Employment Type

Full-time

Duration of employment

Permanent

Industry

Construction

Job Location

630 Boynton Place, V1V 3B8,
Kelowna, British Columbia, Canada

- Technical Diploma or a Bachelor of Engineering degree
- Basic engineering and building construction skills such as structural design, building layout surveying, quantity surveying or estimating
- Experience communicating with a variety of personnel in the construction industry
- Ability to interpret blueprints
- General knowledge of the construction industry
- Hands-on experience in the construction industry is an asset
- Proficiency in Microsoft Office
- Proficiency in MS Project and Bluebeam and asset
- Strong interpersonal skills
- Effective verbal and written communication skills

Perks of Working with Us

- Become part of a team where growth and creativity are valued and you are empowered to grow your skills
- Contribute to projects that make our community a better place
- Be involved in community initiatives
- Receive a comprehensive benefits package including a health spending account

Location

This position will be located on our jobsite in Kelowna, BC.

How to Apply

If you are looking for a career where you can grow your skills and make an impact, please submit your cover letter and resume outlining salary expectations and how you'll contribute to the team.

Thank you for your interest in joining our team.