

## Project Coordinator

Phone :  
Web :



**DEVERAUX**  
GROUP OF COMPANIES

### Job Summary

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Vacancy :  
Deadline : Jul 13, 2024  
Published : Jun 13, 2024  
Employment Status : Full Time  
Experience : Any  
Salary :  
Gender : Any  
Career Level : Any  
Qualification :

## Job Description

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### Why Deveraux

The Deveraux Group of Companies is a leader in property development and management. The Deveraux Group consists of three primary companies, including Deveraux Asset Management, Deveraux Apartment Communities and Deveraux Developments. The Deveraux Group prides itself on its vertical integration and capacity to offer end-to-end multi-family investment opportunities. The model of build, own, operate, and optimize enables Deveraux to offer best-in-class properties and services that enrich the lifestyle of its residents while providing competitive and sustainable returns to its investors. The Deveraux team takes pride in being recognized as one of **Canada's Best Managed Companies** and shares a collective commitment to growth, advancement, and employee engagement.

The Deveraux Group of Companies offers a stimulating and gratifying work atmosphere that operates at a swift pace and demands exceptional performance. Deveraux's success and growth over the last ten years have elevated it as one of the prominent leaders in multi-family housing development in Western Canada, with a secured five-year pipeline of innovative projects across Western Canada, and property management with assets exceeding \$1.25 billion. If you are a results-oriented individual searching for a challenging and career-advancing opportunity, this position will not only deliver that but much more.

### The Opportunity

Deveraux Developments is seeking a Project Coordinator to join our expanding team in Calgary. The position offers competitive salaries, opportunities for skill development and growth, exposure to new construction methods, and involvement in unique community-focused projects. With a secured 5-year pipeline of projects throughout western Canada, there are strong future prospects. We are an accessible organization with supportive senior management, providing opportunities to make a significant impact and contribute ideas from design through to property operation.

#### What we offer...

- Attractive compensation package that is competitive in the industry
- Comprehensive benefits program that includes life, long term disability, and extended medical, dental and vision coverage
- Competitive Registered retirement savings plan (RRSP) matching and Deveraux-funded deferred profit-sharing Plan (DPSP)
- Unwavering commitment to workplace safety
- Transparent and rewarding environment committed to your professional growth with bi-annual reviews, bespoke development plans and continuous mentorship

#### What you bring...

- Possess an Engineering, Construction or Architecture related qualification.
- A minimum of 2 years' experience as a Project Coordinator working on multi-family or commercial construction projects valued above \$10M. (Provide GC company names, brief description of role on the project(s) and project overall value.)
- Proficiency in using computer programs like Microsoft office and email, with the ability and willingness to learn new software.
- Procore experience will be seen as an advantage.
- Be self-motivated, ambitious, and passionate about construction.
- Ability to read, interpret and understand building blueprints, specifications, contract documents, etc.
- Organized, effective and efficient worker able to meet or exceed deadlines and work under pressure
- Be reliable, dependable, and honest.

#### You will...

- Be responsible and accountable for compiling, reviewing, submitting, and tracking the status of various project submittals using Construction Management software.
- Assist the project team to ensure compliance with Health and Safety Policies.
- Assist the project team in the QA/QC process.
- Assist the Project manager with reviewing and updating overall project schedules as well as developing short term schedules to help meet goals.
- Assist the Project Manager in reviewing project budgets and forecasting future costs.
- Assist with the procurement of materials and equipment including proper cost allocation and coding.
- Assist Accounting and Payroll with Reconciling and approving invoices and progress billings.
- Assist to Chair and keep minutes of regular project meetings with trade contractors and consulting groups.
- Assist the Project manager to coordinate all utility company installations to ensure Gas, power, etc. is available.
- Perform other reasonable duties assigned by the management team.

#### Comment

**You must be legally eligible to work in Canada (e.g., be a Canadian citizen, permanent resident of Canada, or possess a valid work permit).**

We would like to thank all interested applicants, however only those shortlisted and scheduled for an interview will be contacted.

#DGOCRecruitment

### Job Type

**Full-time, Permanent**

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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