



Join the Builder of Choice in the National Capital Region!

We have a simple purpose...

Enriching lives by creating great places to live, work and play!

We are seeking an experienced

## SITE COORDINATOR

Greystone Village Development

### Attributes:

- Proficient with construction management processes/documentation (RFI's, SI's, Drawings, Scope of Works, Master Contracts, etc.)
- Proficient with Microsoft Project, Excel, Word, Outlook.
- Ability to read/understand working drawings.
- Highly organized and ability to process large volumes of information.
- Confidence interacting with the public, customers, stakeholders, inspectors and consultants.
- Experience with site safety procedures, reporting and records management.

### About EQ Homes:

- We build lifestyle communities throughout Ottawa.
- We are committed to the best customer experience in Canada!

### Our Values

- Doing the right thing.
- Quality; build well for lasting value.
- Creativity; challenge status quo and encourage innovation.
- Fun; enjoy what we do and share that joy with others.
- Respect; for each other, our communities and the planet.
- People; find the best and empower them to become great.

*Please email your cover letter and resume to*

*[jointheteam@eqhomes.ca](mailto:jointheteam@eqhomes.ca)*

*For further information visit*

*[www.greystonevillage.ca](http://www.greystonevillage.ca) & [www.eqhomes.ca](http://www.eqhomes.ca)*



## Job Description – Site Coordinator

<b>Position Title:</b>	Site Coordinator - Greystone
<b>Department:</b>	Construction
<b>Reports to:</b>	Senior Project Manager
<b>Effective Date:</b>	13 March, 2017
<b>Status:</b>	Non - Managerial

### Key Overall Objective of the Position

The key overall objective of the Site Coordinator is to support the Senior Project Manager by coordinating construction activities, contract administration and documentation with all internal and external stake holders.

*This Job Description has been prepared to serve as a guideline to provide clarity in the objectives, accountabilities and duties in the performance of daily activities. The content may be subject to change based on input from the employee, staff, or management.*

### Key Accountabilities

- Start Package for each lot available at time of construction.
- Up to date production schedules maintained and communicated.
- Maintain up to date drawings and specifications for all products.
- Posting all lot specific documents to the server during construction.
- Timely order and receipt of all necessary equipment and supplies.

### Key Duties

- Coordinates home construction plans/drawings, site civil drawings, customer changes, exterior and interior color selection sheets for distribution to the Foremen/ Site Super;
- Organizes, coordinates, minutes all site meetings;
- Updates master construction schedule and communicates with Senior Project Manager;
- Ensures all Trade Partner contracts/scope of works are available and up to date;
- Ensures server access is maintained and coordinates with IT for any related issues;
- Maintains full contact list of all EQ staff, Trade Partners, Consultants;
- Coordination with Customer Care Department to schedule Home Owner walk-throughs;
- Ensures the File Completion checklist is maintained for each home and saved on the server as well as hard copy on-site;
- Coordinates Inspection packages for City Inspectors (i.e. excavation, framing and grading);
- Coordinates City inspections on a daily basis to ensure all inspections are performed;
- Prepares and distributes internal and external correspondence including internal office, email and faxes;

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- Responds to faxes, files, invoices and then stores documents and paperwork according to trades
- Verify deliveries and sign off packing/delivery slips from suppliers;
- Orders and keeps track of office supplies for site office;
- Orders lumber and building materials from the supplier;
- Manage returns of materials and ensure that credit memos are received;
- Ensures all EQ staff and Trades Partners abide by Ministry of Ontario Labour regulations and EQ's Health & Safety Policies;
- Other duties within the scope, spirit and purpose of the job, as requested by management.

### Key Attributes and Desired Competencies

- Proficient with Construction Management Processes/Documentation (RFI's, SI's, Shop Drawings, Scope of Works, Master Contracts,etc)
- Proficient with Microsoft Project, Excel, Word, Outlook.
- Ability to read/understand working drawings.
- Highly organized and ability to process large volumes of information.

### Minimum Qualifications

- 3 years' experience in a construction coordinator role.
- 3 years' on-site construction job experience.
- Demonstrated leadership and team building abilities.
- Friendly, engaging and positive personality.
- Strong written and verbal communication skills and highly organized.