

Construction Coordinator

Genesis Builders Group – Calgary, AB

DECEMBER 2023

Company Overview

Genesis is a Calgary based award-winning land developer, creating innovative and successful communities in the Calgary Metropolitan Area, and is also an award-winning residential homebuilder through its subsidiary Genesis Builders Group. Genesis is committed to supporting its communities through partnerships like the Genesis Centre of Community Wellness and Genesis Place Recreational Centre. The Corporation's common shares are listed on the Toronto Stock Exchange (TSX: GDC).

At Genesis we believe in the power of relationships. We take pride in our work and our organization. We dare to dream and above all, we value integrity. We offer competitive wages, one of industry's best health & benefit packages, continuing education reimbursements, and career growth within the Genesis team.

Position Title: Construction Coordinator

Reports To: Construction Manager

Job Type: Full-Time Permanent

Location: Calgary, AB

The Construction Coordinator is an integral part of the Genesis Builder's team. The successful candidate will have an established track record in providing superior customer service, ability to coordinate and work well as part of a team and independently, and flexible with taking on tasks, learning, and growing as part of a team.

Role Responsibilities

- Provide coordination and administrative support to Construction Managers and Site Supervisors as needed to facilitate regular construction operations
- Maintain a point of contact for Homeowner emails and phone calls over the course of construction
- Delegate any Homeowner concerns to the proper department for action (i.e. Design, Construction, Warranty)
- Liaise with Design and Selections Department to understand jobs to start construction and to flag priority jobs
- Track completion of seasonal work and provide updates to homeowners as necessary
- Coordinate grading certificates including tracking of outstanding grading work and provide documentation to Homeowners
- Coordinate lot inspection documentation, photographs, and tracking reports for developers
- Enter seasonal, possession and backordered items into Quality Builder /Buildpro for tracking and action; monitor progress and follow-up with trades and homeowners as necessary
- Update and manage construction schedule templates
- Prepare & send possession letters
- Schedule and track quality assurance checks throughout the construction process
- Assist and provide direction when applicable to the Construction & Safety Administrator on the following roles:
 - Draft meeting agendas, distribute advance materials and record minutes for regular construction meetings;

- Booking inspections;
- Processing and tracking of construction backcharges;
- Assemble and distribute weekly Variance Purchase Order Reports
- Assist with the completion of initial lot inspections
- Apply for electrical and gas meters
- Assist with completing COR audits
- Coordinate delivery/removal of site fencing, toilets, and waste bins as necessary
- Scan & save various job-specific documents for Construction & Safety Departments
- Schedule safety orientations and training
- Assist with compiling monthly and quarterly safety reports
- Assist with updating the Corporate Safety Manual as necessary
- Other duties / tasks as assigned by the Corporation

Competencies and Skills Required:

- High School Diploma or equivalent, required.
- 1-2 Years of administrative support/customer service experience, required.
- 5+ Years of Construction administration experience within service in residential construction industry, considered an asset.
- Knowledge of the construction industry and terminology.
- Ability to read blue prints.
- Proficient in Microsoft Office and general computer skills.
- Excellent written and verbal communication skills, and knowledge of other languages considered an asset.
- The ability to multi-task in a busy and sometimes stressful environment and meet deadlines
- Ability to work independently and within a team, and is willing to learn.
- Professional personal presentation and demeanor
- Self-starter, proven time management and problem solving skills, always results driven and have a passion to take ownership and own results.
- Ability to maintain confidentiality regarding all business and employment issues

Working Conditions

This position works regular office hours i.e., Monday - Thursday from 8:00 am to 5:00 pm and Friday from 8:00 am to 3:00 pm.

All interested and qualified applicants please apply by sending your resume to Human Resources Department at careers@genesisbuilds.com with the subject line "**Construction Coordinator**".

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.