

WE ARE LOOKING FOR AN PRODUCTION COORDINATOR!

POSITION TITLE: PRODUCTION COORDINATOR

POSITION TYPE: FULL TIME

Are you a self-driven, organized, team oriented, Coordinator that loves residential and commercial construction? Do you thrive in a fast paced, ever changing work environment and have a track record of getting results through planning and execution? Would you like to join a rock star team that values honesty, professionalism and accountability?

If so, this could be for you!

COMPANY:

Lacasse Construction is a Comox Valley owned and operated Construction Company focusing on Residential, Commercial and Industrial construction. We are an award-winning company that partners with our clients to create amazing spaces to meet their needs. We foster a work environment that inspires innovative thinking, strategic management, and consistent high performance. We provide unwavering commitment to our company culture and amazing service to our clients!

THIS IS FOR YOU IF YOU ARE:

- ✓ Trustworthy, honest, respectful, accountable and reliable
- ✓ Calm, positive, and have a solution-oriented attitude in all situations
- ✓ Committed to personal excellence, driven to succeed with a "can do" attitude
- ✓ Able to plan, see the "big picture" and prioritize
- ✓ Adept at critical thinking and problem solving
- ✓ Flexible and adaptable
- ✓ Curious, collaborative, passionate and detail oriented

DESCRIPTION OF DUTIES:

- Working with Project Managers and Superintendents in managing all activities within the project life cycle. This Includes record keeping and meeting documentation, resourcing, scheduling, budgeting, documentation and other factors necessary for success.
- Working with the Operations team assisting with proposals, estimating and contracting.
- Communicating and following up with Municipalities, Engineers, Architects, Designers.
- Working with the Administrative team on client invoicing and project tracking using Construction Management software.
- Working with clients throughout the job process to ensure an excellent customer experience

SKILLS AND REQUIREMENTS:

- ✓ Experience working in the construction environment
- ✓ Certificate or diploma in construction related field
- ✓ 1+ years' in coordinator or estimator position in construction industry
- ✓ Experience with construction management software tools and current technology
- ✓ Outgoing personality, able to connect with people effectively

COMPENSATION:

- Competitive compensation with performance based bonus structure
- Vacation, Statutory holiday and Sick Pay
- Medical and Dental Benefits Plan
- Work with a close-knit team of professionals that love what they do

APPLICATION:

If this sounds like you, email your application and resume to employment@lacasseconstruction.ca and let us know why you think you'd be a great fit for our team!