



# FARMER CONSTRUCTION

Building Community

## About Us

*Established in 1951, Farmer Construction is a privately-owned family business which has collaborated extensively in the development of Vancouver Island communities and skyline. Having worked successfully in all disciplines of construction including General Contracting, Construction Management, Design Build and Tenant Improvements we take great pride in having built a solid reputation for managing and constructing quality projects on time and on budget. This pride also extends to our team of professionals who deliver exceptional experience and service to our clients.*

## Why Work With Us

At Farmer, we invest in our people. As a Farmer team member, you will enjoy building community both in the office and on the site. We provide opportunity for people with creativity and commitment to be a part of an entrepreneurial company with deep roots in beautiful Victoria, BC on Vancouver Island. In addition to working in a beautiful community we are also an integral part of it and actively support a variety of community organizations and charities.

## PROJECT COORDINATOR Victoria, BC

## Who We Are Looking For

The **PROJECT COORDINATOR** is well versed in their ability to assist with management of the project schedule, cost controls, and quality control to ensure the successful execution of the project. Reporting directly to the Senior Project Manager, primary responsibilities include preparing and reviewing project submittals, tracking project quantities, assisting with schedules, assisting with construction engineering planning and implementation, monitoring quality control, assisting with preparation of subcontracts, change orders, progress invoices, resolution of commercial issues, extra work quotations and project financial reporting.



## Education & Experience Requirements

- ✓ 2+ years of experience in project management and/or construction management
- ✓ P. Eng. or EIT designation is an asset

## Qualification Requirements

- ✓ Demonstrated competence in the areas of safety, people management, project execution, cost control, quality and administration
- ✓ Sound knowledge of construction and building techniques and ability to read and interpret contract drawings and specifications
- ✓ Effective attention to detail and a high degree of accuracy
- ✓ High level of integrity, confidentiality, and accountability
- ✓ Strong work ethic and positive team attitude
- ✓ Sound analytical thinking, planning, prioritization, and execution skills
- ✓ Proactive problem-solver and efficient communicator that can manage difficult situations with positive results
- ✓ Proficient with Adobe Acrobat, Microsoft Project, Timberline, Procore and/or Bluebeam and Microsoft Office Suite

If this opportunity sounds like a good fit for you, please submit a cover letter, resume including salary expectations to [careers@farmer-ltd.com](mailto:careers@farmer-ltd.com).

We thank all applicants, however only those selected for further consideration will be contacted.