



**A Career Opportunity to join a growing design/build firm as
Project Coordinator/CAD Coordinator**

We are a growing design/build firm that concentrates in a highly specialized segment of the construction industry – Food Processing Plants and Cold Storage Buildings. We are expanding our business in Canada and the US. To keep pace with this growth, we are augmenting our project management, design, and construction management team. They are seeking a goal-oriented individual to join them as **Project Coordinator/CAD Coordinator**.

The successful candidate will be an **ambitious, coachable** individual looking for a long-term career opportunity with a progressive, growing design/build firm. This is an entry level position within the Project Management team and with future career growth/advancement to Project Management and other management positions within the company.

We operate within a set of highly principled behaviors that encourage teamwork and shape the company's culture. The ultimate goal of this is to make the building process both practical and painless for their clients. Some of these principles include:

- ♦ Give **respect** to everyone.
- ♦ Have a **happy & helpful** nature.
- ♦ Behave **professionally** - being organised and straight up.
- ♦ Have **integrity** in your promises.
- ♦ Strive to be understood by **understanding** first.
- ♦ Show **care** by embracing your responsibilities.
- ♦ Be **open minded** and think outside the box.
- ♦ Take on **personal growth**, every day.
- ♦ Be **grateful** and give recognition.
- ♦ Exercise **teamwork**, inspiring the people around you.
- ♦ Act with **humility** knowing that learning is an endless journey.
- ♦ **Trust** to become trustworthy.
- ♦ Keep a **clear vision** so you may be forward bound.
- ♦ Be **committed** to these values and principles.

More about the best person for this role:

The successful candidate will have superb organisation skills, a strong orientation to teamwork and excellent verbal & written communication skills. Ideally they will have had at least two years experience working in commercial building design, architecture or in the construction Industry. Strong CAD skills are critical, as well as familiarity with BIM.

Having a “results oriented” disposition is critical to the success of the candidate best suited for this role.

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More about the role:

- ♦ This position reports directly to the Senior Project Manager.
- ♦ This position will prepare design drawings in accordance with direction provided and compliant with relevant Building Code.
- ♦ This position will coordinate activities and tasks required by the PM department including:
 - Submission of Building Permit applications
 - Preparation and tracking of Purchase Orders
 - Preparation and tracking of agreements with vendors and Sub-Contractors
- ♦ This position will coordinate and assist in preparation for client meetings.
- ♦ This position will support Project Managers in preparation and maintaining accurate and current shop drawings and following up with Architects on drawings requested/submitted.
- ♦ This position will liaise with Project Staff and Estimators.
- ♦ The successful candidate must have own transportation.

Minimum Candidate Qualifications:

Candidates applying for this role will have the following minimum qualifications or acceptable alternative qualification to be assessed on an individual basis for validity.

- A College Diploma/Certificate or a University Degree in Architecture or Engineering.
- 2 years of experience within the Architecture or Building industry.
- Proficiency with CAD design and BIM.
- High level of written and verbal communication skills.
- Have well-developed project administration skills and be extremely well organized.

Generous remuneration package includes:

- Salary (commiserate with candidate qualifications).
- Benefits package.
- Personal coaching through a professional coaching consultant is offered to all staff.
- Eligible for annual bonus, based on performance.

In order to apply, please email your resume and covering letter to Garth Moore at Richmond Search Group garth@richmondsearchgroup.com or call 416-569-8605 for further information.

Accounting, Bookkeeping, Administration,