



Project Services Coordinator

📍 Winnipeg

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🕒 Posted 2 Days Ago

📄 Full time

📄 R0000172

At QuadReal, we know that our employees are our strongest asset. Guided by a long-term vision for growth, our success moving forward will be driven by the excellence of our people and the strategy behind our approach. For us, properties are much more than bricks and mortar – they are the places where people live, work, shop and play.

Working as part of the Winnipeg Real Estate Services Team, the Project Services Coordinator will report to the General Manager and be responsible for all aspects of planning, tendering, awarding and managing building services contracts, Landlord work, capital and tenant improvement projects within the Winnipeg Portfolio. This position is key in maintaining asset integrity and delivering exceptional customer service to our tenants. This position will work closely with several departments within QuadReal and the service providers and suppliers we partner with.

Responsibilities:

- Ensure excellent tenant and team relations through personal contact and excellent customer service
- Assist in planning and managing the capital, preventative maintenance, service contract and general operating expenditure plans for the portfolio
- Work closely with General Manager and Operations Manager to write scopes of work, prepare and review tenders and request for proposals for Landlord work, Capital projects, repairs and tenant projects.
- Coordinate and administer landlord work, capital and tenant projects, preventative maintenance and repairs
- Manage service contracts such as HVAC, snow removal, landscaping, janitorial, and security
- Ensure tenant compliance re: tenant maintained equipment and site use
- Coordinate and conduct annual Environmental reviews, BOMA Best Building certifications, and Health and Safety audits

About Us

QuadReal is a global real estate company with managed assets totaling more than \$18 billion, including some of Canada's most well-known properties. Headquartered in Vancouver, Canada, and built from consolidating the assets and expertise of four seasoned players in the Canadian real estate investment and management industry, QuadReal is a new company with deep roots.

At QuadReal, people inspire everything we do. From our leadership team, to those working on site, to our newest colleagues, the energy and expertise our employees bring to the table are our defining advantages.

Our in-house team is laser focused on day-to-day management responsibilities and harnessing experience to astutely develop and invest in new opportunities. We respect tradition and innovation in equal measure, and are empowered to act boldly and be nimble when finding solutions and achieving results.

The management of QuadReal's portfolio is integrated domestically and inter-

- Maintain accurate records of building services and equipment inventories
- Assist tenants and contractors with building and occupancy permits
- Maintain construction manual and other operational information
- Provide bi-weekly project updates to various stakeholders
- Respond to requests from operations staff, clients, tenants, contractors, and outside agencies
- Responsible for the preparation of year-end accruals in areas of responsibility
- Assist with annual budget preparation
- Assist in writing articles about environmental initiatives and base building programs for the quarterly newsletters and portfolio websites
- Prepare PO approval packages for landlord, tenant and capital projects
- Pre-approve invoices for service agreements and operational items
- Administer Power Smart Rebate Program
- Regular site visits to all locations
- Assist with planning corporate, tenant appreciation and staff events.
- Embrace and pro-actively support the QuadReal culture of environmental sustainability, and corporate and social responsibility
- Other duties as required

Qualifications:

- **Experience** - Minimum 3 - 5 years of commercial and/or industrial project coordination and building operations involvement/expertise;
- **Education** - Post secondary education required or equivalent experience;
- **Travel** – willing to travel within Winnipeg to visit properties or as required by business needs
- **Relationship Skills / Leadership Skills** – Superior oral and written communication and presentation skills; ability to develop and sustain cooperative working relationships at all levels; ability to exercise confidentiality; displays enthusiasm and has a desire to learn; team player; able to partner with clients to meet client needs; self-motivated, professional and flexible
- **Organizational/Multi-Task Skills** - Ability to allocate one's time effectively, work under pressure and manage tight deadlines; ability to handle multiple demands and competing priorities, and adapt to new ideas and constant changes; able to cope with changing client needs and deliver successful results within agreed upon timeframes; detail oriented

nationally, enhanced in Canada by our in-house capacity to provide comprehensive real estate investment, management, leasing, valuation and development services.

QuadReal is owned by bcIMC, one of Canada's largest institutional investors. As the steward of its real estate assets, QuadReal has the responsibility to help safeguard a secure future for bcIMC's clients.

Those with whom QuadReal does business can take confidence and comfort in knowing we have the proficiency of an established organization, along with a fresh, yet long-term way of thinking inspired by our mandate and mission.

- **Computer Skills** – Intermediate to advanced skills in Word and Excel
- **Blue Print Interpretation** – ability to understand all disciplines of construction drawings
- **Decision Making Skills** - Able to resolve problems using facts and sound reasoning; able to achieve goals using a strategic approach; proven innovation with a willingness to manage and adapt to change
- **Administrative Skills** – administer own work and some team work as it relates to projects; keep accurate and complete files

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