



Job Search



Project Coordinator/Manager

201 Portage, 201 Portage Ave, Winnipeg, MB R3C 0B9, Canada Req #506

Date Posted: Friday, March 14, 2025

Harvard Developments has an immediate opening for a **Project Coordinator/Manager** to join its team in **Winnipeg**.

Harvard is a full-service real estate management company based in Western Canada, recognized for its leadership, flexibility, quality, and performance. The company oversees 9 million square feet of office, retail, and industrial properties throughout Western Canada, with offices in Winnipeg, Regina, Calgary, and Edmonton.

The Project Coordinator/Manager is responsible for the mobilization, coordination, contract administration, and financial management of various commercial capital projects, renovations, and leasehold improvements approved by the property owner. This position ensures on-time and on-budget project delivery while maintaining an exceptional customer experience in occupied buildings.

Reporting to the Senior Director, Development, the Project Manager collaborates closely with the Development and Property Management teams, working with architects, designers, and engineers, and overseeing contracts with general contractors or trades.

Key Responsibilities

- Pre-Construction & Planning – Cost estimating, budgeting, preliminary scheduling, design consultation, and RFP development for design and engineering services.
- Project Execution – Oversee municipal approvals, stakeholder coordination, occupant communication, scheduling, contract administration, quality control, cost control, and reporting.
- Construction Oversight – Supervise projects, ensuring compliance with regulations, codes, and safety standards.
- Post-Construction Wrap-Up – Manage close-out procedures, final inspections, and project documentation.

What You Bring

- Minimum 4+ years of project management experience in commercial or industrial construction.
- Accreditation in civil, applied science, or architectural technology, or an applicable engineering degree preferred.
- Certification or progress toward a Project Management Professional (PMP) designation is an asset.
- Ability to design scope of work statements, tenders, and administer construction contracts.
- Strong understanding of construction processes, regulations, and industry best practices.
- Familiarity with local regulatory requirements, permitting, and zoning.
- Superior customer service orientation and a collaborative team approach.
- Availability to work outside regular business hours as needed.
- Excellent communication skills, both oral and written.
- Strong interpersonal, collaboration, and conflict resolution skills.
- Proven analytical and problem-solving abilities with a track record of meeting deadlines.
- Ability to work independently with initiative and sound judgment.
- Proficiency in Microsoft Office 365, enterprise job costing systems, and construction scheduling software.
- Experience in purchasing goods and services and managing budgets.
- A working knowledge of workplace safety practices and requirements.
- Valid driver's license and clean abstract, with the ability to travel to project sites as required.

What We Offer

- Competitive salary with incentive opportunities.
- Comprehensive training, orientation, and ongoing support.

- A values-driven, flexible, and performance-based work environment.
- Professional development and training opportunities to support career growth.

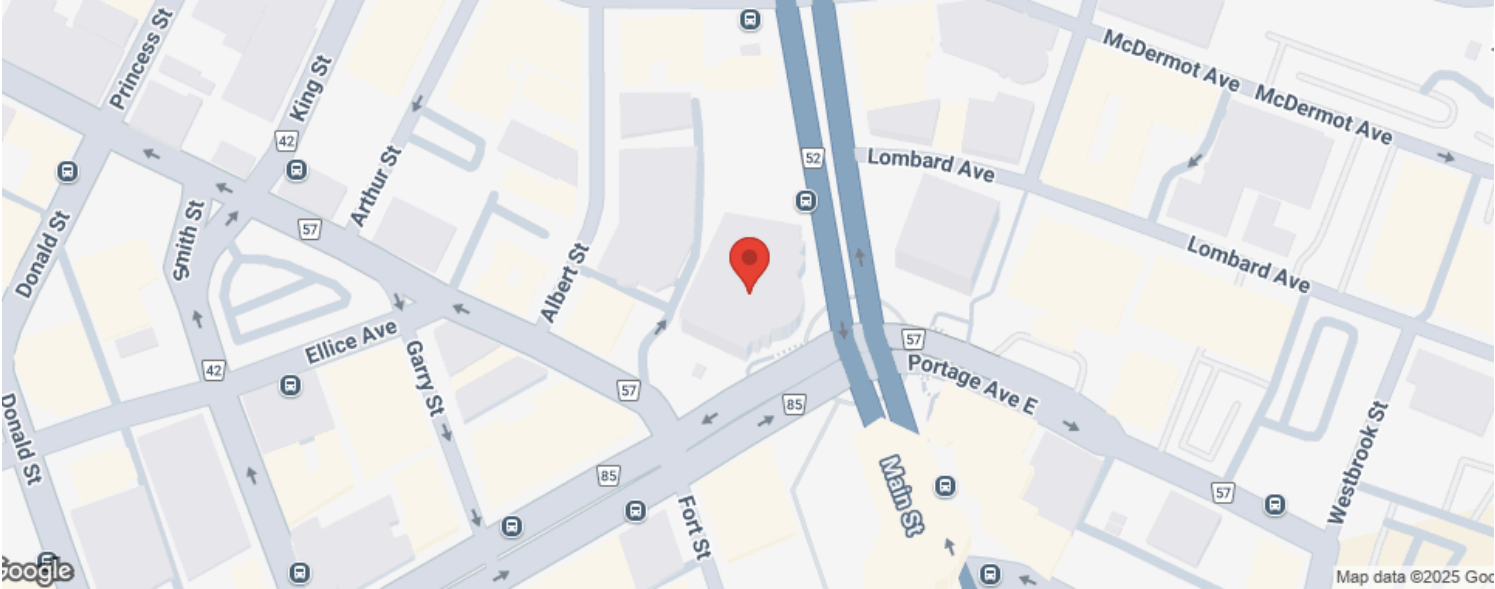
Harvard is committed to providing challenging and rewarding employment opportunities. If you're the right fit for this role, apply in confidence through the Careers tab at www.hillcompanies.com.

Learn more about us at www.harvard.ca.

Other details

Pay Type Salary

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