

Westbourne Projects Ltd. – Project Coordinator Job Posting

Do you love marking tasks off your to-do list? Does nothing satisfy you more than seeing projects progress and knowing you helped make it happen? If you're a highly organized, detail-oriented task master who thrives on solving problems, learning on the go, and keeping everything running smoothly, we want you on our team!

Westbourne Projects Ltd. is a boutique project management firm that provides development consulting and owner's representative services to a broad spectrum of outstanding clients in the Lower Mainland. Our clients range from private schools and charitable organizations to development groups and large corporations. We are a growing team dedicated to delivering outstanding service to our clients, and we are looking for a **Project Coordinator** to join us in our mission.

PROJECT COORDINATOR

Is this how you describe yourself?

- **Task-Oriented:** You take pride in checking things off your list, ensuring nothing falls through the cracks.
- **Energetic & Engaged:** You tackle challenges—big and small—with enthusiasm and determination.
- **Self-Motivated & Driven:** You go the extra mile to move projects forward, no matter the circumstances.
- **Independent & Proactive:** You can take direction but also work autonomously and make sound decisions on your own.
- **Detail-Oriented & Organized:** Accuracy matters to you, whether it's tracking budgets, writing meeting minutes, or managing emails.
- **Curious & Resourceful:** You aren't afraid to ask questions and are always eager to learn new skills and find solutions.
- **Personable & Professional:** You understand the importance of building solid relationships with your team and clients.
- **Communicative:** You take pride in crafting clear, concise, and effective written and verbal communication.
- **Process-Oriented:** You look for ways to improve efficiencies and systems to help the whole team succeed.

What You'll Be Doing:

You'll provide direct support to the principal, project managers, and project accountant, helping to ensure that projects stay on track and clients remain informed. Your responsibilities will include:

- Compiling and issuing **monthly project reports**, tracking project progress and summarizing key updates for clients.
- Coordinating and attending **project meetings** both virtually and in-person.
- Executing and issuing **meeting minutes** with clear action items and follow-ups.
- Liaising with **consultants and contractors** as needed.
- Visiting **project sites** to document progress and assist with site-related needs.
- Maintaining **electronic document filing and tracking**, including setting up new project files, updating manuals, and managing project logs.
- Creating and issuing **contracts, RFPs, change orders, and purchase orders**.



- Tracking and processing **monthly project invoices**.
- Supporting and executing tasks in a **fast-paced, deadline-driven environment**.
- Managing office needs such as **social media, internal meetings, supplies, and social activities**.
- Providing general support to the principal and project managers.
- Other responsibilities in support of Westbourne Projects and its culture.

What We're Looking For:

- Minimum **two years of recent experience** with a focus on administrative coordination. Industry-related experience is an asset.
- **While we value industry experience, we are also open to training someone who is passionate and eager to learn about the field.**
- **Strong proficiency** in MS Office (Word, Excel, PowerPoint, OneNote), Adobe Acrobat DC and/or Adobe Creative Suite, and virtual meeting platforms.
- Ability to **read construction drawings** and an understanding of construction terms is a plus.
- Experience with **project management software** (MS Project, Procore, etc.) is an asset.
- Additional education in **project management or industry-related programs** is beneficial but not required.
- Comfortable visiting and working on **construction sites**.

What We Offer:

- **Competitive industry compensation package.**
- **A positive work environment** – we work hard but value humor, mentorship, and mutual support.
- **Opportunities for growth** and professional development.

Start Date: As soon as possible.

How to Apply:

Submit your **resume and cover letter** to info@westbourneprojects.com. In your cover letter, tell us why Westbourne Projects would be a great fit for you!

Interviews are preferred during normal business hours, but arrangements can be made to meet outside of those hours.

While we appreciate all applications, only those who meet the position requirements will be considered, and only shortlisted candidates will be contacted for an interview.

Join us and be a part of a team that values efficiency, learning, and client satisfaction!