



project
services
ltd.

Landscape Project Coordinator

Fossil Project Services is a leading landscape construction company that has built some of Vancouver's most spectacular and challenging outdoor spaces. We are currently seeking an enthusiastic and conscientious individual with the right skills to join our team in the role of **Landscape Project Coordinator**. The primary function of the role is to provide logistical and organisational support to a number of construction projects throughout Vancouver, co-ordinate material orders and delivery, organise project data and provide fast and effective problem solving to challenges that arise.

For more information and to check out some of our amazing projects, visit www.fossilprojectservices.com.

Responsibilities

- Manage the purchase and delivery of a wide range of construction materials and landscape products and services (researching prices, getting quotes, ordering, tracking delivery) from existing and new suppliers
- Overseeing timeliness, accuracy and quality of all construction material and product deliveries
- Perform material take-offs and assist with cost estimates
- Update / edit construction drawings

Selection Criteria

- Proven experience assisting in the coordination of construction projects. Especially purchasing, data management, project administration, logistics and vendor management
- Ability to manage conflicting priorities and working to deadlines effectively
- Great communication and negotiation skills
- Knowledge of horticulture highly desirable
- Experience using SketchUp or AutoCad highly desirable

Compensation & Benefits

- Competitive hourly based compensation depending on skills and experience
- Group health and dental benefits
- Progressive company environment with opportunity to develop and advance
- Two weeks paid vacation

To register your application please email your resume and a cover letter outlining your skills and experience to HR@fossilprojectservices.com.