



**DENFORD
CONSTRUCTION
MANAGEMENT
LTD.**

Join our Team

Since 1989 Berwick Retirement Communities has been offering quality retirement living in seven residences across BC: Victoria (2), Nanaimo, Comox, Kamloops, Campbell River & Qualicum Beach. Each Berwick community is custom built by our construction company, **Denford Construction Management**. We are proud to be Island Owned & Managed.

Denford Construction Management has a rare opportunity for an entry level **Construction Project Coordinator** based out of our Head Office in Victoria, B.C. The Coordinator provides support to a wide range of construction projects from start to finish.

The successful candidate will be an excellent problem-solver, and highly organized. This role calls for an individual who is mathematically and mechanically inclined, knows their way around a computer, and can focus for extended periods of time. The goal will be to provide superior levels of support to the Construction Project Manager to ensure all projects are delivered on time to a high standard of excellence.

Duties:

- Design document management and distribution.
- Submittal management and tracking.
- Requests For Information (RFI) drafting, distribution, and tracking.
- Site Instruction distribution and tracking.
- Quality control; i.e. ensure all design and design changes are completed as intended, specified equipment and fixtures are installed as specified, and that all deficient work is corrected.
- Closeout coordination (occupancy).
- Operation and maintenance document collection and assembly.
- Warranty administration
- Other related duties as required



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Qualifications & Experience:

- Strong mathematical and mechanical aptitude
- Excellent interpersonal and communication skills
- Excellent knowledge of MS Office and other computer software
- Superior organizational and time-management skills
- A team player with a positive attitude
- Knowledge of the construction industry would be an asset

Please apply with cover letter and resume via Indeed or directly to bechlin@berwickrc.com

What Our Staff Are Saying About Working With Berwick Retirement Communities

I love working at Berwick. Each day presents different opportunities to challenge ourselves. I get to work closely with staff and residents to ensure that the programs we offer are the highest quality and most up to date. We have such a great team that supports each one other and inspires me to do my best.

- Jacqueline, Recreation Manager Berwick on the Park since 2017

One of the things I enjoy about working with Marquise at Berwick is the people I am surrounded with. My team is upbeat and focused on teamwork and high quality food. The company also has room for growth which is what we all want from an employer.

- James, Sous Chef, Marquise Food Services at Berwick on the Lake since 2004

It has been my pleasure to work at Berwick these past 13 years as a Resident Care Aide. I have enjoyed sharing many touching moments with residents and staff; they are all like family to me.

- Heather, Enhanced Living Services, Berwick House since 2008.