



Good people building great things.



Our mission is to build exceptional experiences.

As leaders in creating custom, enhanced living spaces throughout the Kawarthas, we believe in the power of our people above all else. Through assembling a team of knowledgeable, energetic and creative professionals, we are able to collaboratively deliver an exceptional experience, not just for our clients but for everyone involved.





Project Selections Coordinator

The Project Selections Coordinator is responsible for assisting clients throughout the interior & exterior selections process and providing administrative support to the Project Development team. Through listening & close collaboration with the client & KLC colleagues, this position aids in developing and delivering the unique design vision of our client.

Responsibilities

- Provide project selections support to finalize choices to allow production to commence (this information is captured in the form of a client selections Power Point and final selections workbook)
- Research materials, compile data for selections cost pricing and prepare quantity take-offs based upon selection to support the budget
- Assist in planning, delivery and follow-up of client meetings to further define selections as project moves through development
- Design and/or assist in the design of visual presentations
- Perform other duties as requested by the Project Development team (preparation of office/ field and client binders, updating and securing relevant subcontractor/ vendor agreements to meet compliance with KLC/ government authorities)

Competencies

- Strong organizational skills and ability to prioritize and complete tasks and assignments with minimal supervision and within specified time frames
- Proficient in Microsoft Office
- Maintain high attention to detail in completion of all job tasks
- Keen design sense
- Maintain effective team relationships through interpersonal skills
- Ability to effectively collaborate with Project Development team members
- Ability to act with integrity, credibility, self-confidence, and work independently

Qualifications & Experience

- Must be a graduate of a recognized two year community college diploma in business or interior design
- Knowledge of appropriate legislation including: Occupational Health & Safety Act, Construction regulations
- Solid computer & technology skills (Sketchup, Microsoft Office, text, email, PCs)

Qualified applicants are invited to submit a cover letter and resume to emily@kawarthalakesconstruction.com.

Please don't skip the cover letter! We want to hear why you are interested in KLC and how you think you would be a great addition to our design/build team.