



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.

ESSENTIAL DUTIES & 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

REQUIRED QUALIFICATIONS & EXPERIENCE

- Must be a graduate of a recognized two (2) 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)

DEMANDS ANALYSIS

MENTAL

- Spends time in concentration and hours of computer use requiring high levels of attention to ensure accuracy

RELATIONSHIPS

- Spends time working with KLC team. Spends time working independently.

PHYSICAL

- Spends 80% of time in the office sitting using office equipment and computers. Will do some lifting of office supplies and materials from time to time

ENVIRONMENTAL

- Spends majority of time located in an office, faced with interruptions and must meet with Project team on a weekly basis, and with client as required

EQUIPMENT

- Safety PPE to be worn when visiting project sites under construction
- Standard office tools (computer, telephone, printers) used to complete tasks