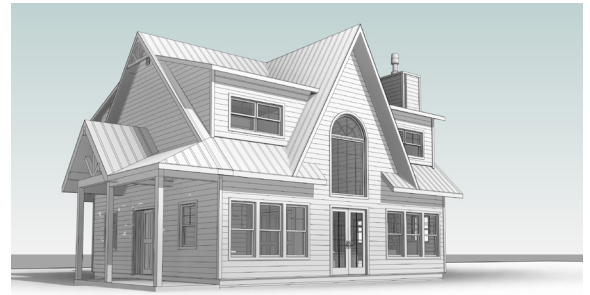




# Good people building great things.



## 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 on a project.



## DESIGN-BUILD PROFESSIONALS



## Service Coordinator

### The Opportunity

We offer more than just a job, we offer a career. Are you positive? Do you like being resourceful? Do you like being creative? Are you passionate about the details? Do you enjoy the opportunity to change and grow? These are benchmarks for joining our team and what you can expect. Your current skill set is important, but they are secondary to the above. Training, support, and growth are provided and paramount for our mutual success. All of our positions come with perks, including long term disability insurance and profit sharing and, most importantly, camaradery!

### Responsibilities

- Tracks and schedules service and warranty work in a timely fashion.
- Acts as a site manager, supervising service team members and sub-contractors.
- Works along with Service Technician and Production Manager to accurately estimate projects.
- Quoting, selling and scheduling small projects.
- Ensures compliance with building codes, health & safety legislation, and KLC standards.
- Maintains sub-contractor relationships and scheduling.
- Completes site meetings as required with Service Technician and/or subcontractors.
- Interprets project timelines, plans, diagrams, blueprints, sketches, specifications, and working drawings of construction jobs.
- Provides weekly feedback to Management Team, ensuring quality standards are being met.
- Arrange and secure inspection with township building inspectors, as required.
- Assist Project Developers in start-up/close-out of their projects.
- Regularly liaises with clients.
- Provide a high level of client satisfaction.
- Reviewing budgets, proactively ensuring the division is profitable.
- Assist in creating new ways to market the service division.
- Attending weekly company meetings; Sales meeting, Jamboree and Service Department update.

### Competencies

- Ability to project manage, scheduling multiple projects accurately.
- Ability to read and interpret budgets.
- Effective use of time management.
- High level of organizational ability.
- Completing tasks on time and within budget to meet volume and gross profit.

- Ability to provide accurate estimates.
- Advanced math skills.
- Ability to maintain effective relationships through strong interpersonal skills.
- Ability to collaborate weekly with service team members and management.
- Ability to act with honest, integrity, credibility, self-confidence, and independence.
- Ability to communicate effectively both verbally and in writing with clients and employees in a professional manner.

### Qualifications

- Strong knowledge of building construction processes.
- Experience with Project Management.
- Knowledge of appropriate legislation including: Occupational Health & Safety Act, construction regulations.
- Knowledge of the Ontario Building Code & appropriate standards.
- Solid computer & technology skills (Outlook, MS Word, Excel, Text, Email, UDA, tablet, PCs)
- Current First Aid Certificate.

Cover letter & resumes to  
[info@kawarthalakesconstruction.com](mailto:info@kawarthalakesconstruction.com).