

## PROJECT COORDINATOR

**Location:** Headingley, MB

**Company:** B.ROCKE LANDSCAPING

### **Job description:**

B. Rocke Landscaping is looking for a Landscape Project Coordinator. We are seeking candidates with a professional and positive attitude who are highly organized, have excellent communication skills, are capable of multitasking and completing quality work in a fast-paced work environment.

Our company has been operating in the Winnipeg market for over 20 years and provides landscape design and project management services across the prairie provinces. We specialize in innovative commercial and high-end residential landscape design and construction. Our project budgets range from 10k to 1 million+.

Our busy season runs from March through November.

**Please visit us at:**

[www.brockelandscaping.com](http://www.brockelandscaping.com)

### **Your Primary Responsibilities and Workflow:**

- Managing our landscaping design build projects. Including managing client expectations, the landscape design and construction project management.
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- Moving the project quickly through design to construction.
- Attending client consultations and meetings.
- Collecting and uploading site photos, measurements and notes from consults to our cloud-based apps.
- Inputting site data and building landscape models in our 3D software (Training provided).
- Assisting with Business Development for B. Rocke Landscaping and Rocke Developments.

### **Other duties:**

- Answering calls and emails from new and existing clients.
- Regularly updating clients on the progress of their project.
- Scheduling consultations.
- Inputting site data/rendering projects using 3D software.

- Providing suggestions to Lead/Senior Designers at consults and throughout the project.
- Conducting client design presentations.
- Creating construction cost estimates for clients based on preliminary and full designs.
- Updating design changes and estimate revisions at each stage of the design process until project completion.
- Preparing and verifying construction drawings, construction details, and schedules for sub-trades and Project Managers.
- Scheduling and conducting pre-construction site inspections and Hydro mark-outs.
- Reviewing construction plans with project managers and sub trades.
- Conducting weekly site inspections prior, during (1 per week) and post construction to verify construction accuracy and collect progress photo and video data.
- Updating clients and management with weekly progress reports.
- Scheduling and conducting post-construction site inspections with project managers, sub trades, and clients, to ensure all project specifications have been completed.
- Verifying final project costs with accounting.

### **Work Hours and Compensation**

During the busy season, the successful candidate is expected to work 40-45 hours/week

Our office hours are 9am-5pm Monday to Friday, however working hours can be flexible if tasks are completed on time and clients, project managers, and subcontractors have been looked after.

Salary is on an annual basis.

Plus, benefits that can be used for medical, dental, optical and other health related services.

You will be compensated for personal vehicle mileage during work related trips and other work-related expenses. This does not include mileage to get to and from studio b from your residence.

**Please submit resume via our website:** <https://www.rockeddevelopments.com/careers/>

**Job Type:** Full-time with Salary

#### **Benefits:**

- Company events
- Dental care
- Extended health care
- Flexible schedule

- On-site parking
- Vision care

**Schedule:**

- 8-hour shifts
- Monday to Friday

**Supplemental pay types:**

- Performance based bonus

We will be conducting at minimum 2 interviews. Initial phone meeting, followed by an in person meeting.

**Job Types:** Full-time, Permanent

**Pay:** \$25-\$27/ hr depending on experience and performance.

**Additional pay:**

- Bonus pay

**Benefits:**

- Company events
- Dental care
- Extended health care
- Flexible schedule
- On-site parking
- Paid time off
- Vision care

**Flexible language requirement:**

- French not required

**Schedule:**

- 8 hour shift
- Monday to Friday

**Work Location:** In person

**How to Apply:**

Interested candidates should submit their resume and a cover letter outlining their qualifications and experience to [Byron@rockedevelopments.com](mailto:Byron@rockedevelopments.com).