



Planning Coordinator Full-Time

Campbell River Region
Campbell River

Tuesday August 11, 2026

\$26 - \$30/ hour (\$54,000 to \$67,500 per annum)

Company: Broadstreet Properties Ltd

Website: <https://www.broadstreet.ca/careers>

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please apply directly at: <https://www.broadstreet.ca/careers/planning-coordinator-campbell-river>

Expiry Date:

Tuesday, August 25, 2026

Details:

As a Planning Coordinator, you will play a key role in planning and coordinating construction projects of varying sizes across a diverse portfolio of multi-family residential properties in Western Canada. This position requires strong organizational skills, attention to detail, and the ability to manage multiple priorities in a fast-paced environment. You will collaborate with internal teams and external partners to ensure projects are well-planned, documented, and ready for successful execution. Your contributions to the team include:

- Coordinate day-to-day aspects of project planning and scope development
- Facilitate project estimation and bidding processes with third-party vendors
- Prepare and manage contract documentation
- Collaborate on project design requirements with internal and external stakeholders
- Develop and maintain project documentation and communication plans
- Create and manage project schedules for handoff to regional teams
- Communicate project updates and relevant information to stakeholders effectively
- Address inquiries and resolve issues from project inception through startup
- Organize and distribute project documents accurately and promptly
- Compile and submit grant and permit applications to municipal, provincial, and federal authorities
- Support continuous improvement in planning processes and documentation standards

What we offer: Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive salary range of \$54,000 to \$67,500 per annum, this will be determined by your skill set, education and experience. You will also be eligible to participate in the Company's benefits program covering:

- Employer paid extended health, vision, and dental coverage (including family)
- Employee and Family Assistance Program
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Employee Referral Program • Yearly health and wellness benefit • RPP eligibility after 1 year • Employee recognition program • In-house professional development opportunities

Why Broadstreet? Broadstreet Properties Ltd. is a family owned and operated property management company, partnered with Seymour Pacific Developments, that manage multi-family residential communities. We are a growing organization made up of diverse team members who are motivated to continuously innovate our approach to asset management. We consider employee wellbeing a priority and are dedicated to protecting the health and safety of our teams while ensuring a workplace that is respectful of everyone. Broadstreet Properties Ltd. practices equal opportunity hiring and onboarding processes to ensure equal access and participation for everyone. We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment and we are committed to creating an inclusive environment for all employees irrespective of race, colour, religion, sexual orientation, gender identity, or any other status protected by law. We believe in integrating people with disabilities into our workforce by removing barriers and meeting accessibility needs.

Qualifications & Experience:

What you need to be successful:

- Post-secondary education in Business Management or related field
- Minimum 2 years of experience in project planning or coordination
- Proven ability to manage multiple projects and adapt to changing priorities
- Strong organizational, time management, and communication skills (verbal, written, and presentation)
- Demonstrated success in project delivery and understanding of project management methodologies
- Project Management or technical certification (e.g., CET, PMP) considered an asset
- Proficiency in project management software (e.g., MS Project, Smartsheet, or similar)
- Strong knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Familiarity with construction processes, building codes, and permitting requirements
- Ability to read and interpret technical drawings and specifications
- Understanding of budgeting and cost estimation principles
- Knowledge of RACI methodology and documentation best practices
