Project Coordinator - Residential Construction Full-Time

Campbell River Region
Campbell River

Tuesday November 3, 2026

$31 - $40/ hour ($68,000 to $85,000 per annum)

Company: Seymour Pacific Developments

Website: https://seymourpacific.ca/careers/

Industry: Construction/ Trades

Remote/Camp Based Job: No

How to apply:
Please apply directly at:
https://seymourpacificdevelopmentsltd.applytojob.com/apply/NgEH8nk1Ev

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Expiry Date:
Tuesday, November 17, 2026

Details:
You enjoy thinking ahead and planning, while being able to juggle last minute changes. You thrive on quickly reacting to change and all the fluctuations that are thrown at you with a moment’s notice. We're looking for a Project Coordinator to join the Project Management team in Campbell River, BC. The Project Coordinator is an integral member of the project team responsible for scheduling multi-family residential construction projects. The role will use control tools to monitor construction project timelines, issues and overall project health. Your contributions to the team: • Track project schedules, change orders, back-charges, deficiencies, construction progress and project close out • Work with all departments to ensure effective use of project documentation: RFI’s, Site Instructions, Daily Logs, Issue/Risk Logs, Drawing Logs, Inspection/Test Logs, professional schedules, and Punch Lists • Coordinate and Communicate resolution of issues which occur throughout the construction project. These may include procurement, contract negotiations, scheduling, financial/budgeting, equipment, manpower, quality, safety standards and commissioning • Initiate and manage delays of project workflows • Monitor and control backcharge process, deficiency/warranty claims and scope changes • Attend client meetings and liaise with owner representative • Prepare project organization and communication charts • Use project scheduling and control tools to monitor course of construction, project issues and overall project health • Effectively and accurately communicate relevant project

information to the client and project team • Lead pre-construction planning process • Ensure accuracy of construction schedules in MS Project • Communicate ideas for improving company processes with a positive and constructive attitude • Work with Manager, SPD Project Coordination to improve and develop Project Management Office standards on an ongoing basis • Use business case logic to request additional resources • Lead project meetings, including release notes and action lists • Generate management reporting on issues, schedules, risks, backcharges and close out What we offer: Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive salary starting from $68,000 to $85,000 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 • Employee Referral Program • Yearly health and wellness benefit • RPP eligibility after 1 year • Employee recognition program • In-house professional development opportunities Why Seymour Pacific? Seymour Pacific Developments is an industry leader in building multi-family homes with unparalleled speed and efficiency. We develop and build over 1000 units a year by leveraging effective teamwork and industry expertise. We offer excellent wages and benefits, as well as a variety of training for employees who are motivated to succeed and want to expand their horizons. Seymour Pacific Developments 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 Building Technology, Engineering, Project Management, Red Seal Construction Trade Qualification or equivalent • Demonstrated willingness to be flexible and adaptable to changing priorities • Experience using construction management software would be considered an asset • Effective communication skills including verbal,

written and presentation skills • Strong multi-tasking and organizational skills