



## Senior Contract Coordinator

The Holborn Group is seeking an experienced and detail-oriented Senior Contract Coordinator for Construction to join the Holborn team. The work location is in Vancouver, BC.

### Duties and Responsibilities

- Support Project Manager in the procurement process for designated packages of materials, equipment and/or subcontracts required for the construction and of the project
- Perform quantity takeoffs, measurements and gathering image
- Ability to understand construction details
- Draft letters of intent and award from the bid analysis.
- Draft contracts based on standard terms and conditions and direct contract negotiations to conclusion, for approval by senior management and the owner
- Change Order management: evaluate entitlement, negotiate change orders to ensure best value for project.
- Drafting of post contract correspondence with relation to delay and claims
- Source suppliers and subcontractors, ensuring that the selected company is pre-qualified to provide the equipment, works or services required, and to the owner's satisfaction
- Ability to work on multiple projects under tight deadlines

### Credentials and Experience

- Minimum 2 years of practical experience in a similar role is required.
- Experience working within architectural/structural/civil/electrical/mechanical engineering environment and knowledge of the construction processes
- Experience preparing and issuing procurement documentation is required.
- Able to work under pressure and multitask.
- A dedicated team player with exceptional interpersonal skills
- Computer literate In Excel.
- Computer literate in Bluebeam is an advantage.
- Attention to detail (willing to be trained)
- Willing to learn new systems and company protocols
- Strong attention to detail.

We thank all applicants for their interest in a career with the Holborn Group, however, only those identified for further consideration will be contacted. Please forward your resume to [careers@holborn.ca](mailto:careers@holborn.ca).