



## Finishing Coordinator (Squamish, BC)

We are looking for an experienced and detail-oriented Finishing Coordinator to assist in the finishing stages of single-family projects in Squamish. The position will need to coordinate with the customer services team and trades to deliver projects on time and on budget and ensure compliance with safety regulations. This is a full-time position. The work location is in Squamish, BC.

### Responsibilities:

- Complete deficiency walkthroughs of all units in our projects located in Squamish. This role is essential in preparing all deficiency checklists in order to present to finishing trades to complete.
- Check drywall and lamp-out floors for drywall and other deficiencies.
- Provide direction to labourers and skilled trades' people, inspect their work, and ensure they are completing tasks to a high-quality standard.
- Identify and escalate potential issues to the Construction Manager in a timely manner
- Monitor performance of trades to ensure deficiencies are completed in a timely manner before proceeding.
- Report to Superintendent on a daily basis to ensure schedule and quality are being met.
- Prepare the deficiency report of each unit and update the management weekly.
- Attend daily morning meetings and provide input for trades.
- Provide progress updates to the Superintendent on a regular basis.
- Ensure all homeowner orientation deficiencies are corrected prior to the move-in date.
- Ensure all staff and contractors maintain a safe working environment according to company policies.
- Monitor and track schedules prepared by the Superintendent to achieve the set timeline.

### Qualifications:

- At least 2-year experience in a similar role, completing quality control on residential projects. Considerable knowledge of residential and wood-frame construction is an asset.
- An eye for detail and a desire to achieve high standards of completion
- Preference will be given to candidates with experience in completing hands-on work such as the ability to repair drywall, painting, miscellaneous carpentry, flooring and tile
- Excellence in verbal and oral communication skills.
- Customer service-focused, approachable friendly demeanour.
- Excellent verbal and written communication skills.
- Concise documentation and organizational skills.
- Ability to work under pressure to tight deadlines.
- Quality Control: 2 years (Preferred)

Job Type:

Full-time

Benefits:

- Dental care
- Extended health care
- Paid time off
- RRSP match
- Vision care
- Wellness program

*We believe in creating a diverse, and inclusive space for our team and community, applicants from all backgrounds are welcome to apply. If you're interested in applying, please forward your resume to [careers@holborn.ca](mailto:careers@holborn.ca). We thank all applicants for their interest in a career with the Holborn Group; however, only those identified for further consideration will be contacted.*