



Title: Project Coordinator

Location: One Dr. David Friesen Drive, Winnipeg (Sage Creek)

At StreetSide, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Senior Project Manager, as the **Project Coordinator** you provide technical and administrative support throughout the development and construction process. You coordinate project documentation, procurement, scheduling, and communication to assist the Project Manager to deliver projects on time, within budget, and in accordance with project requirements.

Your day-to-day responsibilities will include:

- Preparing and coordinating applications, permits, development approval documentation, construction documentation, budgets, schedules, and technical plans, ensuring compliance with project requirements and specifications.
- Reviewing, interpreting and coordinating construction drawings, shop drawings, specifications, and consultant documents for accuracy, completeness, and identifying discrepancies or missing information and communicate findings to the Project Manager.
- Managing Requests for Information (RFIs), Requests for Quotation (RFQs), submittals, change orders, site instructions, and other project documentation throughout the construction process.
- Assisting in preparing tender packages, evaluating bid submissions, comparing trade pricing, reviewing scopes of work, and coordinating the issuance of contracts and purchase orders.
- Monitoring project schedules, procurement activities, long-lead materials, and outstanding action items. Supporting project milestones and proactively following up with consultants, suppliers, trades.
- Tracking purchase order issuance and coordinating procurement timing to align with construction schedules and sequencing requirements.
- Assisting in preparing and processing homeowner improvement requests and suite customization documentation where applicable.
- Conducting site visits, identifying coordination issues, documenting deficiencies, and communicating observations to the Project Manager.
- Liaising with consultants, municipal authorities, suppliers, trades, and internal departments to facilitate timely communication and project coordination.
- Developing and maintaining positive working relationships with municipal staff, consultants, suppliers, and trade partners.
- Monitoring day-to-day project activities to ensure work is progressing in accordance with established processes, schedules, and project objectives.
- Providing cross-functional support to production, development, and operations teams as business needs require.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- Degree or Diploma in Engineering, Construction Management, Architectural Technology, Project Management, or a related discipline.
- Minimum three years of construction, project coordination, or related industry experience.
- Ability to read and interpret construction drawings, shop drawings, specifications, and technical documentation.
- Knowledge of construction tendering, procurement, contract administration, and purchase order processes.
- Valid driver's licence and access to reliable vehicle.
- Satisfactory verification of criminal record check.
- Proficient in all areas of Microsoft Office Programs (Outlook, Word, SharePoint, PowerPoint, Teams and Excel).

What We Value

- Creating trusting and successful working relationships.
- Staying current with technical job skills.
- Cooperating with team members in an open, supportive and respectful manner.
- Setting clear, measurable and achievable goals.
- Taking responsibilities for the outcomes of decisions and actions.

Working Conditions

You primarily work in an office setting during regular business hours. Travel to work sites within the city and surrounding areas may be required. Overtime may occasionally be required.

About Us

StreetSide is the multi-family division of Qualico and has developed apartment style, town home style, detached houses and luxury condominiums throughout Western Canada with projects ranging from innovative urban development to historic retrofits. StreetSide operates in Winnipeg, Edmonton, Calgary and Vancouver. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our Talent Community to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

Closing Date: August 14, 2026

[Apply Here](#)

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