



Project Coordinator

The Project Coordinator will provide support to various departments, including Real Estate Management, Leasing and Project Management. This position aims to provide exposure to different aspects of the company's operations while offering valuable learning opportunities.

Your Responsibilities:

Project Management

- Assist in all construction project management activities, including project planning, budget tracking, and coordination with contractors, ensuring timely and cost-effective project delivery.
- Implement robust project tracking systems, monitoring timelines, milestones, and budgets. Efficiently manage the claiming process for project management fees, ensuring accuracy, adherence to contractual terms, and timely invoicing.

Real Estate Management

- Administer the Preventative Maintenance System and Utilize MRI Angus (or similar tool) to coordinate seamlessly between building components and property management systems, ensuring accurate and efficient data management.
- Support Property Management Teams by tracking and monitoring Building Automation Systems (BAS) and liaise with Manager, Sustainability to ensure optimal operating schedules are implemented to drive optimal efficiency and occupant comfort.
- Actively contribute to the preparation of comprehensive Requests for Proposals (RFPs) for maintenance and service contracts, outlining project scopes, specifications, and evaluating vendor proposals to ensure the selection of qualified service providers.
- Work closely with other contributors to assist in the development and update of manuals, guidelines, and checklists aimed at refining and standardizing processes and procedures that will contribute to the enhancement of operational efficiency and quality standards of the Real Estate Management Department.
- Oversee, track and monitor Epic's Environmental Health & Safety Regulatory Compliance Program and coordinate the conduct of annual EHS audits.

Requirements:

- Degree/diploma in Construction Management, Real Estate, Business Administration, or a related field.
- 1-3 years of experience in project coordination or management within the construction or real estate industry. Familiarity with property management processes and construction project lifecycles.
- Proficiency in project management tools and software.
- Ability to effectively communicate with various stakeholders, including contractors, clients, and team members.
- Capability to prioritize tasks and manage deadlines effectively.
- Understanding of project budgets, cost estimation, and financial tracking.
- Ability to assist in financial reporting and analysis.
- Relevant certifications in project management or construction management (e.g., PMP, CAPM, CCM) would be a plus.

About Epic Investment Services

Epic is a fully integrated real estate management platform providing asset, investment, and property management services to institutional, wealth managers and high-net worth investors. Headquartered in Toronto, Canada, Epic has over \$13 billion in assets under management across Canada and the U.S. comprised of 22 million square feet of office, retail, industrial and multi-family residential properties.

How to Apply:

Qualified applicants may e-mail their cover letter and current resume to careers@epicis.com indicating **“Project Coordinator”** in the subject line.

Epic Investment Services is committed to diversity, equity, inclusion, and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to ethnicity, age, religion, race, gender identity, physical ability, or sexual orientation, or any other elements protected by law. Epic Investment Services is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. For all internal and external applicants who require accommodation in the recruitment and selection process, please contact akumbaro@epicis.com for assistance/support.

We sincerely appreciate the interest of all applicants, however only those selected for an interview will be contacted. ***No telephone calls or Agencies please.***

Visit our website at www.epicinvestmentservices.com for further company details.

