

PROJECT CO-ORDINATOR

Are you passionate about supporting the creation of vibrant communities? Avillia Developments is seeking a skilled and driven **Project Co-ordinator** to join our dynamic team!

Position Overview:

Avillia Developments is looking for a highly organized and detail-oriented **Project Co-ordinator** to assist in managing land development and construction projects. The ideal candidate will thrive in a deadline-driven environment, excel at juggling multiple priorities, and have a proactive approach to problem-solving. If you're enthusiastic about data, collaboration, and contributing to the success of transformative projects, this is the role for you!

Responsibilities:

- Assist Development Managers with coordinating and overseeing projects.
- Contribute to project planning and budgeting processes.
- Monitor various project aspects and ensure timelines are met.
- Analyze project data and create reports, presentations, or communiques to summarize findings.
- Identify project challenges and recommend practical solutions.
- Act as a liaison with project stakeholders to ensure seamless communication.
- Track schedules, manage information requests, and disseminate information promptly.
- Prepare, review, and maintain project documentation and contracts.
- Research and compile market data into actionable reports.
- Support project delivery through tasks such as invoice approvals, marketing execution, and builder communications.
- Take on additional responsibilities that align with the role as part of a high-functioning small team.

Role and responsibilities would not be limited to these duties as we are a high-functioning small team with plenty of opportunities to do many things.

Key Attributes:

- Data-driven: You excel at analyzing numbers and presenting information in various formats (text, tables, graphs).
- Resourceful: Research and data gathering are second nature to you—you love uncovering the details.
- Team player: Your interpersonal skills shine, and you thrive in collaborative environments.
- Detail-oriented: Precision and thorough documentation are your hallmarks.
- Self-motivated: You take initiative and manage projects independently with limited supervision.
- Adaptable under pressure: You handle urgent concerns confidently while maintaining focus on priorities.
- Versatile communicator: You're just as comfortable working with senior staff as you are with front-line team members.

Qualifications:

- Degree or diploma in Engineering, Planning, Mathematics, Business, or a related field.
- At least two (2) years of experience in land development, ideally in a similar role.
- Strong knowledge of land development, construction, statistical analysis, and project management processes.
- Advanced skills in Microsoft Excel, Word, PowerPoint, and Adobe products.
- Familiarity with statistical analysis and database management is a bonus.
- Exceptional written and oral communication skills.
- Proven ability to handle multiple high-priority tasks with excellent time management.
- Meticulous attention to detail in preparing reports and documentation.
- Eager to learn from mistakes while striving for a high standard of excellence.
- Ability to visit, inspect and work on worksites outside the office (drivers' license and personal vehicle are necessary)



What's Important To Us:

- Understanding of municipal and provincial government operations.
- Positive, self-starter attitude with a drive to improve existing processes.
- Active involvement or interest in land development and homebuilding industry organizations or associations.

Who We Are:

Avillia Developments is a privately-owned and operated Land Development company with several projects in the Edmonton Capital region including the City of Edmonton, Sherwood Park, Beaumont, and Spruce Grove, and projects in British Columbia's Okanagan region.

We have been involved in developing neighbourhoods for over 25 years. What drives us is a passion for developing functional, beautiful, and diverse environments that we are proud to say are ours.

Avillia Developments – It's all about lifestyle!

If what we describe sounds exciting and appealing to you, please apply for the **Project Co-ordinator** position. Qualified candidates may be asked to answer an online questionnaire and then attend a telephone pre-screen prior to an in-person interview.