

**Construction Coordinator /Autocad technician**  
**Fredericton, NB**



Plaza REIT is a market-leading retail developer, owner and property manager focused on Ontario, Quebec and Atlantic Canada. Plaza's portfolio includes interests in 266 properties totaling approximately 8.6 million square feet across Canada. Plaza's properties include a mix of open-air centres, stand-alone small box retail outlets and enclosed shopping centres anchored by approximately 91% national tenants.

Based in Fredericton, New Brunswick, the Construction Coordinator will work with our active and dynamic construction team to fulfill our construction commitments. The Construction Coordinator will initially be responsible for the administration of the construction department, and it is the intent to have the successful candidate grow into the role of a junior project manager. This role requires organization, initiative and a desire to collaborate with people inside and outside the company.

**Initial responsibilities include:**

- Provide administrative support to Project Managers, including:
  - Create, modify and organize AutoCAD drawings of site plans and/or tenant premises;
  - Coordinate having as-built drawings done when none exist, including interaction with engineers and draftspeople;
  - Organize the production of renderings that are required from time to time on new deals;
  - Prepare deficiency lists, field contractor questions, email latest plans to contractor and tenants;
  - Have Plaza Authorization of Legal Owner forms filled out for our general contractors when they are acting on our behalf when filing for permits etc.; and
  - Collecting of the "A-forms" of general review from our engineers when jobs are started, and collecting review forms (A9s) signed from the same engineers when the job is near completion so we can get occupancy permits;
- Archiving documents and drawings on Plaza's central database.
- Organize tender processes, including:
  - Create invite letters, general conditions forms, bid forms, geo reports, Certificate of Substantial Performance form for the relevant province, and breakdown forms.
  - Create a tender folder for the bidders, create a bidders list, and send a link for the tender documents and drawings in the tender invite;
  - Send out addendums to the bidders list as they are issued;
  - Collect bids on day of closing, organize and evaluate with the construction team.
- Coordinating permit applications and utility hook-ups, including:
  - Drafting and organizing the signing of appropriate application documents;
  - Submission of application and appropriate fees; and
  - Follow up as required.

- Manage purchase orders, including:
  - Once approved by project managers, send POs to contractors, engineers and construction team with any additional instructions;
  - Send any additional information to contractors or engineers that they may need to complete the job, example reports and plans; and
  - Make sure Plaza insurance department knows of any jobs that may need builders' risk insurance by Plaza, and which jobs we will need a copy of contractors' liability insurance.
- Interaction with leasing and operations departments, including:
  - Coordination of tenant-related drawings;
  - Organize projects based on lease timing and/or operations requirements; and
  - Communicate with retailers and property managers as required.

**The ideal candidate will possess:**

- A positive outlook and willingness to learn;
- NBCC diploma in Civil Engineering Technology or Building Engineering Technology (or equivalent);
- Experience in AutoCAD;
- Knowledge of general construction administration;
- Excellent written and verbal skills;
- Exceptional attention to detail; and
- Talent for cultivating and establishing good working relationships and working well in a team environment.

Resumes to be emailed to [garnett.mabie@plaza.ca](mailto:garnett.mabie@plaza.ca) by Oct 16<sup>th</sup>.