

Project Coordinator, Design and Construction

MTY GROUP - Richmond Hill, ON

MTY Group is among the foremost quick service companies in Canada. It operates 37 banners. MTY Group's multi-bannered strategy has allowed it to become a leader in its class. MTY Group works hard every day to assert itself as a dynamic and innovative organization. The company maintains a leading position in its market through acquisitions and national and international expansion, as well as continuous operational improvements for service that consistently exceeds consumer expectations. With over 2700 units and a broad range of quick service solutions, MTY Group is uniquely positioned to satisfy the many tastes and needs of consumers.

Position Summary Reporting to the Director of Design & Construction, the Project Coordinator is responsible to execute and finalize new store construction and renovations in accordance with Brand standards, operational standards, and lease and landlord criteria and various legislation and codes. Responsible to ensure projects are completed on time and on or under the budget while acting as a liaison between the franchisee and contractors. Responsible to effectively manage and resolve deficiencies. This requires coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan and budget as well as internal departments; franchising, operations, accounting and marketing. The Project Coordinator will also define the project's objectives and oversee quality control throughout its life cycle.

Responsibilities (but not limited to):

- Plans, directs and coordinates new build and renovation projects from beginning to end with review of scope with Director of Design and Construction
- Assists to define project scope and deliverables that support business goals in terms of Brand Standards, Operational Standards, lease terms and landlord requirements and legislative and code requirements.
- Reviews the lease terms as they relate to the Design Criteria and Construction schedule outlined in the Lease; specifically Schedule C
- Collecting of information specific to the project; base building drawings, Design Criteria, special conditions and/or conducting an onsite survey/verification
- Establishes competitive budgets, manages tenders from answering/directing RFI's to reviewing and negotiating bids.
- Coordinates with internal departments and vendors for completion of blacklines, full sets of drawings, tendering, permit applications and approvals, ordering of equipment, small wares, signage, etc. and ensures delivery at appropriate times to the various projects.
- Monitors the project and visits the site to ensure a quality build to spec, within the construction timeline and ensures a quality turnover with no major and/or limited deficiencies, ensuring occupancy is granted at the time of turnover to operations.
- Ensures funding is received via accounting at various check points prior to spending funds unless otherwise approved by the Brand VP.
- Establishes and maintains professional relationships with qualified third party partners (designers, contractors, etc.).
- Track projects by assigning project numbers; printing and distributing status reports; tracking and forwarding invoices.
- Completes a Construction Reconciliation and forwards to Brand VP's and accounting for each project complete with matching invoices and PO's.

Requirements:

- Minimum of two (2) years of construction coordinating (or a similar role) which may include, budgeting, tendering, coordination of logistics and project management

Skills & Fit:

- Strong interpersonal skills, with the ability to develop relationships across all levels
- Strong analytical, negotiating and attention to detail skills
- Strong trouble shooter with the ability to see implications and provide creative solutions and recommendations.
- Strong written and verbal communication skills
- Proficient in MS Office
- Strong organizational and time management skills using Outlook, or other scheduling programs
- French and other languages are an asset

Working conditions The candidate must:

- Be able to travel 30% of the time nationally and internationally and have a valid passport
- Have use of a vehicle and a valid driver's license
- Able to work on construction sites
- Be able to work evenings and weekends and have a flexible schedule if required
- Be able to work long hours at times to meet business requirements
- MTY Group is interested in responsible, enthusiastic, and innovative people. If you have a passion for the QSR industry and are ready to achieve new goals, we would like to hear from you. Interested candidates are to submit resume.

Job Type: Full-time