



BC Pavilion Corporation (PavCo), owner and operator of BC Place Stadium and the Vancouver Convention Centre, is currently searching for a **Project Coordinator** to join our team. Reporting to the Manager, Projects, and part of the Infrastructure & Capital Projects team, the Coordinator plans and monitors construction build out of VCC projects and events. This role holds responsibility for ensuring projects are on budget, on schedule, and meet the scope and quality standards of both VCC and our clients as we work together to achieve our vision to be the global leader in outstanding venues and events.

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### **ABOUT US:**

BC Pavilion Corporation (PavCo) is a provincial Crown Corporation with a significant mandate to generate economic and community benefit for the people of British Columbia through its world class facilities - BC Place Stadium and the Vancouver Convention Centre. Our internationally-recognized facilities host a diverse range of events, from global summit meetings, professional and amateur sports to trade and consumer shows, and cultural, film and entertainment events, generating in excess of \$400 million annually of economic benefit.

PavCo is recognized as a global leader in venue development, marketing and management. The Province's flagship stadium, BC Place is proudly referred to as "Canada's Home Stadium" for international sporting events. The iconic Vancouver Convention Centre is the world's first double LEED ® Platinum certified convention facility and has twice been named "World's Best Convention Centre".

Across all business units, PavCo's team of approximately 800 staff collaborate with a diverse range of local and international partners, official suppliers with over 1,400 staff, and clientele to host an exciting year-round schedule of events. Together, we consistently deliver an outstanding level of commitment, skill and professionalism as we host exceptional experiences for a global audience.

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### **WHY WORK WITH US:**

Join a remarkable organization that continues to propel Vancouver, British Columbia on the world stage.

PavCo's two internally-recognized venues located in downtown Vancouver – BC Place Stadium and the Vancouver Convention Centre – are where the province of BC welcomes the world to global meetings and spectacular events.

The role of PavCo is to generate significant economic and community benefit for the people of BC. Events hosted at PavCo's venues are a key contributor to the continued growth and vibrancy of BC's tourism and hospitality industries that deliver immense social, cultural and economic benefits to all parts of the province.



At PavCo, we believe in going the extra mile for our clients, guests and community at every opportunity. The values we bring to every interaction are: Quality and Service, Respect, Fairness, Honest Communication, Financial Responsibility, Creativity and Innovation, Enthusiasm, Environmental Responsibility and Integrity.

PavCo works collaboratively with its partners to maintain leading-edge standards and stay ahead of global competition. Building on an outstanding track record, we embrace new opportunities and challenges with an innovative spirit.

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### **WHAT YOU WILL BE DOING:**

- You will play a key role in project planning, meeting with clients to understand the scope and specifications of their project, develop plans, functional space requirements, cost estimates and drawings.
- Once projects are underway, you will coordinate activities and contractors, monitor progress to plans and budget, track changes, and escalate issues of concern in a timely manner.
- This role also require diligent administration throughout and upon closeout of projects, ensuring all drawing, specifications, manuals and warranties are properly documented and that invoices and transition activities are complete.

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### **WHAT YOU BRING TO THE TABLE:**

- You are an experienced Project Coordinator with a track record of success within a multi-use facility.
- Education in engineering, design, project management or business administration.
- Further certifications in a skilled trade is a strong asset.
- CAPM, PMP Designation and BOMA or IFMA Certification are also assets.
- Sound working knowledge of AUtoCAD and Microsoft Project (or other project software)

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This is a unique opportunity to join an innovative team dedicated to achieving outstanding results.

The team at PavCo thanks you for your application.

**All applicants can apply directly to the link below:**

<https://ca.indeed.com/job/project-coordinator-5d7aad1f528f2da5>

or submit your cover letter/ resume directly to [RecruitingBCPlaceVCC@bcpavco.com](mailto:RecruitingBCPlaceVCC@bcpavco.com)

**The deadline to apply for this posting Friday March 23<sup>rd</sup>, 2018**