



PROJECT CO-ORDINATOR

of Design and Details

Rockhaven Homes designs and builds custom homes. We have established our reputation on quality craftsmanship, a unique, stream-lined design and construction process, good organization, a strong attention to detail, and a caring attitude. We are currently looking for a Project Co-ordinator, to help us co-ordinate the design and construction of new custom homes in the Georgetown, Caledon, and Orangeville areas.

The Project Co-ordinator will work directly with our clients, and with the President and Operations Manager of our company. She/he will utilize the skills of our consultants, suppliers, and sub-trades, to ensure that we use and order the correct materials, and that we choose the best available technologies to build a great, custom home both for today, and for years to come. In addition, the Project Co-ordinator will co-ordinate with local and regional, building and conservation departments, to obtain their support and approval for the design and construction of our client's dream home.

For this position, experience and an education in construction are important, an enthusiasm for design and construction is anticipated, and empathy, and creative, problem-solving skills are essential.

If this interests you, please forward your resume to pc@rockhavenhomes.ca. Please include a cover letter as well, written by yourself, outlining why you are interested, and why you believe you would be a great Project Co-ordinator for Rockhaven Homes.

