



Job Title: Commercial Site Supervisor

Supervisor: Project Manager

Company overview: Concourse Construction Corp. is a Vaughan-based construction management firm established to provide clients with an unmatched level of attention, care, and customized management style. Our team strives to streamline the construction management process to deliver exceptional client satisfaction.

Job location: GTA

Type of employment: Full time

Qualifications:

- 5+ years of experience (Commercial experience is mandatory)
- Excellent communication skills and a high level of organization
- Experience with scheduling site logistics, providing clear direction to trades and labourers, and experience working in commercial settings
- Experience and understanding of jurisdictional process i.e. building inspections, TSSA, ESA etc.
- Proficient with MS Office, including Outlook, Word, Excel, and Project

Responsibilities:

- Overall responsibility and control of site activity
- Scheduling trades and deliveries
- Full understanding of trade scopes, scheduling, and coordination of work
- Overseeing and enforcing site safety and required documentation
- Documenting site conditions and relevant administration
- To schedule, chair and document project meetings as required.
- Ensuring progress of the project and executing assigned tasks to meet project schedule
- Communicating frequently with the Project Manager
- Other duties, as assigned

Compensation: Varies depending on experience and includes a competitive benefits plan that will be available after 3 month probationary period