



About Morningstar Homes:

At **Morningstar**, we pride ourselves on building with purpose. Morningstar is an associate of Polygon Homes Ltd., one of the leading homebuilders in British Columbia. Since 1980, Polygon and its associate companies have built more than 34,000 homes of distinction throughout the Lower Mainland earning the trust of thousands of families by committing to quality design, sound construction, and exceptional customer service.

We value integrity, trust, and 'doing the right thing'. Our team of bright, motivated, and hard-working employees is really what makes Morningstar such a great place to work, and we truly believe in investing in our teams and in the communities in which we build. Come join one of British Columbia's top real estate companies!

About the Role

Morningstar is seeking a highly organized and detail-orientated **Construction Coordinator** to join our team at the FV Group Head Office in Langley. Reporting to the Director of Construction, you will play a key role in supporting the construction department. This is an excellent opportunity for an administrative professional who thrives in a fast-paced environment, enjoys managing multiple priorities, and takes pride in delivering exceptional support to internal teams and stakeholders.

Responsibilities:

- Provide administrative support for the Director of Construction and the Construction Managers.
- Assist with trade and supplier bids
- Issue trade and supplier contracts and contract change orders
- WCB and Liability Insurance Tracking for trades and suppliers
- Issue cheque requests for building permit applications
- Prepare notice of new projects to the insurance provider and WorkSafe BC
- Maintain and distribute construction insurance reports
- Apply for Travelers Warranty and HPO insurance for all homes under construction
- Maintain and distribute weekly Job Status Reports
- Process all Purchase Orders as requested by the Construction Managers
- Maintain and distribute weekly construction general meeting minutes
- Review Budget Change Orders in Acumatica weekly.
- Additional duties as required

Requirements:

- 1–3 years of administrative or office experience, preferably in construction environment but not mandatory
- Strong organizational skills and attention to detail and accuracy
- Professional communication with trades and suppliers
- Proficiency with Microsoft Office (Word, Excel, Outlook) and Microsoft Teams
- SharePoint, Salesforce and Acumatica are assets, but not required

Compensation and Schedule:

Office hours 8AM to 4PM – weekdays Monday to Friday

Competitive salary of \$50,000 to \$55,000 per year, based on experience and qualifications

Why Join Morningstar?

At Morningstar, we are committed to creating exceptional communities while fostering a workplace culture built on collaboration, growth, and respect. We offer a competitive compensation package and a comprehensive benefits program, including:

- Extended dental, health, and vision benefits
- Health and wellness spending account
- Employee and Family Assistance program (EFAP)
- Group life insurance benefits
- RRSP contribution
- Learning and development support

Apply Today

If you're interested in joining our team, please submit your resume and cover letter to careers@mstarhomes.com with **Construction Coordinator** in the subject line.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Recruitment Agencies: Morningstar does not accept unsolicited resumes from recruitment agencies and is not responsible for any fees related to unsolicited submissions.

We thank all applicants for their interest and will only be in touch with shortlisted candidates.

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