



PROJECT & BUSINESS OPERATIONS COORDINATOR

GSL Group includes a wide range of businesses including Real Estate Development, Holdings and Construction (Commercial, Industrial, Residential and Sports & Entertainment Facilities), E-Commerce, Sports and Entertainment, Travel & Hospitality, Food & Beverage, and Agriculture.

We are currently seeking an experienced Project & Business Operations Coordinator to support the CEO (and Executive team) on a diverse portfolio of upcoming projects and initiatives across the organization - both from a project management and an administrative perspective.

If you are a high energy, intellectually curious and highly organized person with a passion for innovation, we'd love to hear from you!

RESPONSIBILITIES

This role will have two components – Project Management (70%) & Administrative Support (30%). Specific responsibilities include (but are not limited to) the following:

- The Project & Business Operations Coordinator will play a key role in coordinating special projects and tracking all ongoing work streams for the CEO.
- Works closely with key stakeholders and business leaders to define tasks and required resources; creates schedule, project timeline, identifies/allocates project resource, disseminating information, creating excel reports, etc.
- Helps remove roadblocks and challenges and is proactive in developing solutions to any potential setbacks.
- Facilitates innovation and idea generation by driving the research process for new ideas the executive team is exploring.
- Monitors and regularly reports on project updates and progress to CEO and Executive team.
- Manages calendars, making travel, meeting and event arrangements, responding to emails on behalf of the CEO.
- Other ad-hoc duties as assigned.

REQUIREMENTS:

- University degree and strong business acumen (background in Finance, Accounting or a related discipline preferred)
- Strong experience in project management, risk management and change management
- Highly literate in the use of office technologies and Microsoft Office
- Proficiency in project management software tools an asset
- Technologically savvy with a natural inclination to source digital solutions to inefficiencies



- Previous experience supporting senior executives
- Real estate and Contract negotiation experience a definite asset
- Ideally a recent university or college graduate

COMPETENCIES:

- Applies a hands-on and industrious approach to challenges as they arise; willing to get their 'hands dirty'
- Able to juggle multiple priorities with ease and engage others to accomplish results
- Thrives in a diverse, entrepreneurial environment and has a high tolerance for ambiguity
- Very professional and pragmatic with the ability to integrate effectively into many different types of work environments
- Highly innovative and enjoys exploring new solutions and technologies
- Ability to maintain confidentiality at the highest level
- Excellent critical thinking and problem-solving skills
- Excellent decision-making and leadership capabilities
- Very detail and process oriented, with excellent organizational and time management skills
- Excellent writing, proofreading, editing, numeracy and verbal communication skills
- Ability to build trust, credibility and relationships quickly

Compensation: will be commensurate with experience.

Job Location: Vancouver

GSL is proud to be an equal opportunity employer. We value diversity and are dedicated to providing a work environment that is free from harassment and discrimination. All employment decisions are made based on qualifications, job requirements and business needs. GSL is passionate about being known for an inclusive culture where talented people of all backgrounds want to work.