

THE ORGANIZATION

Founded in 1980 and based in Kamloops, British Columbia, Acres Enterprises (Acres) is a multi-disciplined general, industrial and civil construction and development company. Acres has provided integrated construction services to many large-scale construction projects.

Acres specializes in taking projects from conception to completion and has remained successful in a dynamic market by adapting their delivery model to suit each client. Their reputation for professional service has been built upon Acres' consistent ability to deliver quality projects safely while managing both costs and schedule to plan.

Acres team of diversified, tech savvy, construction professionals continually challenge the status quo; innovating around traditional challenges to create opportunities, leveraging new technologies to achieve continuous advances in construction practices.

Acres employs up to 150 industry-specific professionals, gold-seal certified superintendents and foreman who ensure quality work and exemplary service is underpinned by professional processes that support meeting project milestones, budgets and client needs.

THE SERVICES

Over the last 30 years, Acres has developed a team of highly trained and experienced professionals that provide project management and construction services in the following sectors:

- Civil Contracting
- Heavy Industrial
- Light Industrial
- General Contracting
- Commercial

Acres Enterprises structures its business into three core departments: General Contracting, Industrial Contracting, and Civil Contracting. This multidisciplinary structure allows for seamless cross utilization of resources through all service sectors. Clients find significant efficiencies in using one company with diverse in-house expertise through all development and construction phases of their projects.

THE ROLE

The Project Coordinator supports the Project Manager in the planning, management and execution of assigned general contracting projects whether it's fixed price plans and specifications, design-build, construction management, cost plus contract, unit price contract, etc. with the objective of: enhancing profitability, productivity and efficiency; meeting schedules, safety standards and "local involvement" requirements as established by client; maximizing manpower and equipment utilization; and achieving client satisfaction objectives. The Project Coordinator facilitates positive and productive relationships with all internal and external parties in order to maximize the project performance and results.



RESPONSIBILITIES

- Administratively coordinate projects
- Communicate with clients, engineers, consultants, city officials and staff
- Organization of documents; submittals, change orders, shop drawings, etc.
- Attend client meetings
- Communicate with trades/clients to resolve any site/project issues
- Develop sub-trade relationships
- Build expert knowledge of various forms of construction contract formats
- Learn to read and interpret blueprint drawings & specifications
- Use project software daily for scheduling
- Answering phone calls and emails as well as making cold calls as needed
- Requesting quotes & estimates from sub trades, reviewing & summarizing and/or calculating any price changes
- Provide divisional administrative support

QUALIFICATIONS

- Post secondary education in engineering or construction management preferred
- 1-3 years of general construction experience preferred
- Basic knowledge of construction law and building codes
- Effective verbal, written, and interpersonal communication skills
- Organizational skills & attention to detail is a must
- Demonstrated flexibility and ability to work in a fast-paced environment
- Proficient in Microsoft Office (Outlook, Excel & Word)
- Candidate must have a valid driver's license & vehicle
- Experience with HCSS Heavy Bid, Heavy Job or Microsoft Project would be an asset



ACRES PERKS

- Career progression opportunities
- Competitive wages
- Acres family days
- Extended health care
- Training and professional development
- Employee referral program
- Work/life balance

The Acres core values are the rules we live by; the fundamental values are exercised everyday by every employee:

A.C.R.E.S.- Ambitious, Competent, Respectful, Engaged and Supportive

Foundationally, Acres Enterprises believes that we are only as strong as the combined talents and experience of our people; harness this exciting opportunity and become a part of our continued growth story.

To explore this opportunity further, please visit:

<https://acresenterprises.com/careers/>

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