



# Innovate today, build tomorrow

general ■ industrial ■ civil

## acres

## PROJECT COORDINATOR

**Acres Enterprises** has an over 40-year history in general, industrial, and civil construction in B.C. With its headquarters in Kamloops, and a newly established office in Kelowna, Acres' work extends from the interior to the northern regions of the province. We work in partnership with our clients and are driven by our commitment to quality. **The Acres difference is in our people, process, and technology.** Our talented team of professionals, with varied subject matter expertise, can take a project from concept to completion. With over 600 years of combined construction experience and the use of cutting-edge technology, Acres is committed to bringing our clients' projects to market on time, on budget, and at the highest quality.

**JOB TYPE:** Full-time, Permanent

### THE ROLE:

To support the Project Manager in planning, management, and execution of assigned projects, with the objective of enhancing profitability, productivity, and efficiency.

### RESPONSIBILITIES:

- Participate in weekly or monthly or scheduled meetings to review project progress, discuss project or client issues, discuss upcoming projects, manpower and equipment planning.
- Stays abreast of current developments and trends in all relevant technical/professional knowledge areas and presents new ideas/approaches to Construction Manager.
- Build an expert level of knowledge and understanding of various construction contract formats; reading/interpreting drawings & specifications; job costing system; purchasing and vendor management; sub-contracts and sub-contractor management; environmental standards, regulatory requirements; project software for scheduling; trade knowledge; change orders; contract law; project close-outs; construction materials and processes; building and environmental codes; OH&S and Acres' safety policies; as well as client requirements.
- Participate as a member of the employee team and seek to build collaborative relationships with all other members of the employee team to facilitate orderly operation of the overall business.
- Establishes and maintains relationships with subcontractors and suppliers to facilitate Acres' construction execution.
- Build competency with a variety of client and project management requirements.



250-372-7456



hr@acresenterprises.com



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### CANDIDATE PROFILE:

- Postsecondary education or training in education, construction management or a related discipline
- 1-3 years of 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)
- Experience with Microsoft Project an asset
- Candidate must have a valid driver's license & vehicle
- Experience with HCSS Heavy Bid or Heavy Job would be an asset

**Mission** – We strive to achieve the highest standard of construction while continually exceeding our clients' expectations. Strong relationships with partners and clients are vital to our organization's success, and **we value integrity and fairness in all our business dealings.**

**Vision** – We are a talented team of diversified, tech-savvy, construction professionals who continually challenge the status quo. **We innovate around traditional challenges to create opportunities,** leveraging new technologies to achieve continuous advances in construction practices.

**Values** – Core values are our Acres rules that we live by - the fundamental values exercised by our employees, personally and professionally. We are **Ambitious, Competent, Respectful, Engaged, and Supportive (ACRES).** These values are reflected in our business practices, our partners we work with, and our involvement in the communities we are privileged to work and live in.

### Acres Perks:

Along with an exceptional work culture, we offer the following benefits and incentives:

- Highly competitive wages and comprehensive benefits
- STIP (short term incentive plans) & LTIP (long term incentive plans)
- A positive work-life balance, including paid Acres Days
- Employee & Family Assistance Program
- Training & professional development
- Trade/skill certifications
- Community involvement initiatives
- Referral Program (Increased compensation incentives for both the referred and referring employee)
- Return to work bonuses



SCAN ME

LEARN MORE ABOUT ACRES AND WHAT IT'S LIKE TO BE A  
PART OF OUR TEAM OF TALENTED PROFESSIONALS.