



Proudly recognized as a CCA Gold Seal Employer - the national benchmark of professionalism in Canada's construction industry.

## PROJECT COORDINATOR, GENERAL CONTRACTING

At Acres Enterprises, we believe people aren't just looking for jobs, they're in search of a lifestyle and culture that empowers, inspires, and fosters growth. That's why our collaborative and supportive work culture is at the heart of our success. It's the reason our team members choose to build their careers with us, while making an impact in the industry and the community at large.

At Acres, your growth is our priority. We offer an environment where there's an emphasis on both professional development and work-life balance. With benefits such as performance-based incentives, paid Acres Days, and opportunities to engage with the community, we ensure you're supported both personally and professionally.

Inclusion and diversity are central to our hiring philosophy. We value unique perspectives, implement equitable practices, and strive to create accessible opportunities where everyone can thrive. When you join Acres, you become part of a team dedicated to innovation, community impact, and shaping the future of the construction industry.

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.

Watch the video [here](#) to discover the Acres Difference and start your next career adventure with us.

**JOB TYPE:** Full-time, Temporary (6-Month Term)

**LOCATION:** Elkford, BC

**SALARY RANGE:** \$31.06 - \$38.82 Hourly

### THE ROLE:

The Project Coordinator will support Project Managers in the planning, execution, and management of various construction projects, including fixed-price, design-build, construction management, cost-plus, and unit price contracts. The Project Coordinator is essential in ensuring projects meet profitability, productivity, safety, and scheduling objectives while maintaining strong relationships with stakeholders and delivering high-quality results.

**Note: This position is on-site at the EVR Mine Office. Contract start is February (Date TBC).**

## RESPONSIBILITIES:

### Department Participation

- Attend scheduled meetings to review project progress, discuss issues, and plan resources.
- Stay updated on industry developments, construction techniques, scheduling programs, and emerging technologies, sharing insights with the Construction Manager.
- Develop expertise in construction contract formats, specifications, job costing, regulatory requirements, project scheduling, safety policies, and client-specific standards.
- Build proficiency in project management software and cost-tracking tools.
- Gain competency in client and project-specific requirements, such as working in occupied buildings, emergency response, underground utilities, and specialty work.
- Establish and maintain strong relationships with subcontractors and suppliers.

### Project Coordination

- Review project documentation, including drawings and specifications, for constructability analysis.
- Assist Project Managers in managing project contracts and tracking scope changes.
- Participate in project start-up meetings to confirm scope, schedule, and responsibilities.
- Assist in the selection of subcontractors and vendors, ensuring procurement aligns with project needs.
- Coordinate and track site deliveries, materials, and equipment.
- Maintain accurate project records, including RFIs, site instructions, approvals, change orders, and invoices.
- Work closely with Project Managers to ensure proper scheduling, tracking costs, and monitoring budgets.
- Assist in preparing and implementing Construction Execution Plans.
- Support communication with clients, subcontractors, and project teams to ensure alignment on goals and expectations.
- Contribute to maintaining safety standards and compliance with regulations on all projects.
- Provide ongoing updates to Project Managers on project progress, potential issues, and cost tracking.

### Administrative & Reporting

- Organize and maintain project files and documentation.
- Issue and track purchase orders and ensure all expenditures align with project budgets.
- Assist in preparing project cost reports and progress billing.
- Monitor equipment utilization and relocation to optimize resources.
- Participate in project close-out procedures, ensuring proper documentation and final inspections.
- Ensure all invoices, expenses, and payroll coding are accurately recorded and approved.
- Assist in resolving contract changes and disputes in coordination with Project Managers.

## CANDIDATE PROFILE:

- > 1-3 years of construction experience preferred.
- > Post-secondary education or training in education, construction management or a related discipline.
- > Strong understanding of construction processes, project scheduling, and contract administration.
- > Excellent organizational and communication skills.
- > Ability to manage multiple tasks while ensuring attention to detail.
- > Proficiency in construction management software and Microsoft Office Suite.
- > Strong problem-solving skills and ability to adapt in a fast-paced environment.
- > Commitment to safety and compliance with industry regulations.

## MISSION, VISION & VALUES:

- > **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 involvement in the communities we live and work in.

## ACRES PERKS:

- > 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

*We're here to support you! If you need assistance or have specific needs during the application process, please reach out to our Human Resources Department at [hr@acresenterprises.com](mailto:hr@acresenterprises.com).*

*We welcome applications from everyone as an equal opportunity employer and appreciate your interest in joining our team. Be sure to review the application requirements for each position before applying. Only candidates selected for the recruitment process will be contacted.*

*Ready to apply? Submit your application online at [acresenterprises.com/careers](http://acresenterprises.com/careers)*



[acresenterprises.com](http://acresenterprises.com)



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