



CORPORATE SERVICES ADVISOR

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.

JOB TYPE: Full-time, Permanent

LOCATION: Kamloops B.C.

SALARY RANGE: \$52,000 - \$65,000 Annually

THE ROLE:

The Corporate Services Advisor (CSA) supports the Director of Corporate Services by coordinating departmental submissions, reviewing work for readiness and alignment with company priorities, and helping move decisions forward. The role improves consistency and efficiency across Corporate Services by documenting, standardizing, and supporting the automation of processes through approved Standard Operating Procedures (SOPs). The CSA also provides short-term support to Corporate Services departments during periods of increased workload, using those assignments to identify and document repeatable processes. With a strong understanding of company priorities, systems, and operations, the CSA helps advance Corporate Services toward more standardized, accountable, and AI-supported ways of working.

RESPONSIBILITIES:

Intake, Review, & Coordination

- > Coordinate submissions to the Director of Corporate Services, reviewing them for completeness, appropriate ownership, alignment with company plans and priorities, and potential impacts across departments.
- > Identify conflicts, dependencies, risks, and opportunities, and prepare concise briefing information and recommendations to support Director decision-making.
- > Track submissions, decisions, priorities, and follow-up actions through the Acres Service Hub, ensuring clear communication and accountability.

SOP & Process Management

- > Work with Corporate Services Managers and their teams to document, review, and standardize processes through clear, practical Standard Operating Procedures (SOPs).
- > Coordinate SOPs through review, approval, publication, document control, scheduled review, and audit requirements, while ensuring Managers remain accountable for their processes and outcomes.
- > Maintain visibility of the SOP pipeline, follow up on outstanding requirements, and escalate stalled or recurring issues as appropriate.

Automation & Continuous Improvement

- > Identify opportunities to simplify, standardize, automate, or improve Corporate Services processes and bring recommendations forward to the Director.
- > Coordinate approved SOPs identified for automation between Corporate Services Managers, the AI & Automation Manager, and other stakeholders, tracking development, validation, rollout, training, feedback, and outstanding requirements.
- > Support the adoption of AI-assisted processes and track resulting efficiencies and manual hours returned to the business.

Director & Corporate Services Support

- > Provide day-to-day support to the Director of Corporate Services across the portfolio, acting as a key coordination point for Managers, employees, and other departments.
- > Coordinate meetings, schedules, correspondence, briefing materials, reports, presentations, communications, decisions, action items, and Director commitments.
- > Maintain a strong working knowledge of company operations, systems, strategic priorities, active initiatives, and pending decisions to provide informed support and recommendations.

Overflow & Operational Support

- > Provide short-term, hands-on support to Corporate Services departments during temporary workload surges, as assigned by the Director.
- > Use overflow assignments to identify, document, and improve repeatable processes rather than creating ongoing dependency on the role.
- > Identify recurring workload, process, deadline, or quality issues and bring them to the Director's attention for appropriate resolution.

Audit, Reporting, & Accountability

- > Support audits of Corporate Services SOPs and automated processes by maintaining required documentation, records, approvals, and ticket history and coordinating follow-up on identified findings
- > Maintain visibility of intake volumes, outstanding submissions, SOP and automation progress, rework, audit findings, deadlines, and other key measures, and report to the Director as required.
- > Follow up on agreed deadlines and quality requirements and escalate unresolved issues when appropriate.

Relationships & Professional Conduct

- > Build collaborative working relationships across Corporate Services and with key internal partners, including the BIM, AI & Automation Manager, and Risk & Governance Manager.
- > Maintain a high degree of confidentiality and demonstrate Acres' values, standards of business conduct, and expectations for professional and collaborative communication.



QUALIFICATIONS:

Education & Experience

- > Diploma or certificate in office administration, business administration, paralegal studies, accounting, or a related field, or an equivalent combination of education and experience.
- > Demonstrated experience in office or business administration; experience in paralegal, accounting, construction, or industrial environments is an asset.

Skills & Attributes

- > Strong written communication skills, with the ability to develop clear procedures, briefing notes, recommendations, and other business documentation.
- > Strong organizational and analytical skills, with the ability to assess information against business priorities, manage competing deadlines, and follow work through to completion.
- > Sound judgment, discretion, and professionalism, with the confidence to maintain accountability, address missed commitments, and escalate issues when appropriate.
- > Proficiency with Microsoft 365 and experience working with collaboration, document management, ticketing, or workflow systems.
- > Comfortable using AI tools to support drafting, summarizing, organizing, and improving work, with an interest in continuing to develop AI-assisted ways of working.

Additional Assets

- > Lean, Six Sigma, or other process improvement training or experience.
- > Experience with ERP systems or process automation.
- > Exposure to HR, HSE, proposal development, or other Corporate Services functions.

MISSION, VISION & VALUES:

- > **Mission** - Acres strives to achieve the highest standard of construction while continuously exceeding client expectations.
- > **Vision** - Our diversified team of professionals leverage new technologies and innovate around traditional challenges to create new opportunities.
- > **Values** - We are *Ambitious, Competent, Respectful, Engaged, and Supportive (ACRES)*. These are the core values our team members practice both professionally and personally.

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.

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



acresenterprises.com



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