



Restoration Project Coordinator (Actfast Restoration and Repairs Ltd.)

Posted by: Actfast Restoration and Repairs Ltd.

Posting date: 13-Jun-2025 **Closing date:** 10-Dec-2025

Education: Other trades certificate or diploma or equivalent experience

Language: English

Job location: Surrey

Salary: \$49 Per Hour

Years of Experience: 2 years

Vacancy: 2

Job Type: Full Time

Job id: CAJ3688205

Job description:

Actfast Restoration and Repairs Ltd. is currently seeking two motivated and detail-oriented Restoration Project Coordinators to join our growing team. Operating across various locations in the Lower Mainland, BC, we specialize in residential and commercial restoration services—helping clients recover from fire, flood, mold, and other property damage. If you're organized, proactive, and thrive in a fast-paced, hands-on environment, we invite you to be part of our dedicated restoration team.

Job details:

Work site environment

Outdoors
Interior

Work setting

Urban area
Various locations
Residential construction
Commercial and/or industrial construction
Office building

Responsibilities

Tasks

Coordinate subcontractors activities
Evaluate daily operations
Plan and organize daily operations
Select trade subcontractors
Prepare and submit construction project budget estimates
Hire and supervise activities of subcontractors
Plan and prepare construction schedules and milestones and monitor progress
Prepare contracts and negotiate revisions, changes and additions to contractual agreements
Establish and implement policies and procedures for quality control
Operate CADD and other computer software systems
Read blueprint, schemas and drawings
Plan and manage budgets
Direct the purchase of building materials and land acquisitions
Develop and implement quality control programs
Develop risk management plans
Oversee the analysis of data and information
Prepare reports

Supervision

More than 20 people

Additional information

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Combination of sitting, standing, walking

Personal suitability

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Judgement
- Organized
- Team player
- Values and ethics
- Accountability

Benefits

Health benefits

- Dental plan
- Paramedical services coverage

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: hr@actfast.ca

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