



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

Location : Surrey

Salary : \$49 Per Hour

Job Requirements

- **Education:** Other trades certificate or diploma or equivalent experience
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job ID:** DISJ6810493

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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