

# Restoration Project Coordinator (Actfast Restoratio

## Posted By: Actfast Restoration And Repairs Ltd.

**Location:** Surrey

**Salary:** \$49 Per Hour

**JOB ID :** RJ4610752

**Posting Date :** 13-Jun-2025

**Expiry date :** 10-Dec-2025

**Education :** Other trades certificate or diploma or equivalent experience

**Language :** English

**Vacancies :** 2

**Years of Experience :** 2 years

**Job Type :** Full Time

## 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](mailto:hr@actfast.ca)**

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