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# Restoration Project Coordinator (Actfast Restoration and Repairs Ltd.)

**Posted by:** Actfast Restoration and Repairs Ltd.

**Location:** Surrey

**Salary:** \$49 Per Hour

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## Job Details

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**Job ID**

NCJ7409250

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

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**Expiry Date :** 10-Dec-2025

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

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**Language :** English

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**Vacancies :** 2

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**Years of Experience :** 2 years

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**Job Type :** Full Time

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## 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

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**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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