



Construction Project Coordinator

Valet Restorations – **Port Alberni, BC**

Valet Restorations, when our clients experience a fire, flood, or other disasters, natural or man made, we respond 24/7/365 to help them recover and get things back to normal. We are a preferred vendor to many of Canada's largest insurance companies.

We currently have an immediate opening for a **Construction Project Coordinator** to join our team at our **Port Alberni** Branch.

Responsibilities:

- Ability to plan, organize, and oversee multiple tasks simultaneously
- Coordinate subcontractor's
- Evaluate daily operations
- Select trade subcontractors
- Plan and prepare construction schedules
- Prepare weekly status reports for PM
- Be available for On-Call phone rotation after hours.

Qualifications:

- Valid drivers license and a clear Drivers Abstract with a clean Criminal Record Check
- Superior customer service skills and professionalism with clients
- **MUST** have construction knowledge
- Able to work as a team, alone or with minimal supervision
- Able to communicate effectively
- Minimum of 5 years construction experience

References are required

We offer full-time, year-round employment and benefits.

Wage \$25-\$35 depending on experience.

If this is you and you want to be part of our team, we would love to hear from you! Please send a resume to [\[redacted\]](#) and put "Construction Project Coordinator" in the subject line.

We thank all who apply, however, only selected candidates will be contacted.

Job Type: Full-time, M-F 7:30-4:00

Experience: Construction (required)

Licence/Certification:

Class 5 Licence (required)

Work Location: In person