



# **Project Coordinator - Commercial/Hospitality Full-Time**

**All Regions**

Friday January 30, 2026

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\$26 - \$30/ hour (CA\$60,000.00-CA\$80,000.0)

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**Company:** K'awat'si Construction

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**Industry:** Construction/ Trades

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**Remote/Camp Based Job:** No

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**How to apply:**

<https://ca.indeed.com/job/project-coordinator-commercialhospitality-relocate-port-hardy-bc-b9e47cc312b0ec35>

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**Expiry Date:**

Friday, February 13, 2026

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**Details:**

**Company Overview:** The K'awat'si Construction delivers over 70 years of expertise in residential, commercial, and industrial projects. Our Red Seal Certified team ensures quality craftsmanship and sustainable building practices throughout North Vancouver Island. **Summary:** As a Projects Coordinator- Commercial / Hospitality at K'awat'si Construction Company, you will play a vital role in overseeing project operations and ensuring the delivery of high-quality services to our community members. This position is essential for promoting sustainable living environments that align with our mission of economic development and cultural respect. This is not a remote position and requires relocation to Port Hardy, located on the northern tip of Vancouver Island, BC. Port Hardy serves as a gateway to natural beauty and cultural heritage. Nestled in a region of breathtaking rainforests, rugged coastlines, and vibrant marine life, the town offers a rich tapestry of community and history. **What We Offer:**

- 1 month of covered accommodation in a hotel room for individuals relocating from outside of Northern Vancouver Island
- Relocation Assistance.
- Wellness incentives include discounted gym membership and free in-person counselling services.
- Company events and holiday parties
- Career growth and development opportunities
- Benefits after 6 months with the company
- 2 weeks of Vacation

**Primary responsibilities include, but are not limited to:**

- Assisting with the preparation and execution of the overall work plan and schedule.
- Organizing and maintaining project site files and documents; managing the electronic document database and/or file-sharing site.
- Maintaining up-to-date and accurate project documents, including drawings, plans, submittals, document logs, purchase orders, etc.
- Reviewing subcontractor and supplier progress applications and payment certificates.
- Liaising with architects, consulting engineers, subcontractors, and suppliers regarding contracts and change notices (COs), design revisions, RFIs, submittals, and SCOs.
- Preparing for and

participating in meetings with the project team, architects, consultants, and subcontractors. • Preparing and promptly distributing accurate and detailed meeting minutes. • Assisting with the final document turnover to the client upon project completion. • Coordinating and addressing deficiencies promptly. • Maintaining project awareness to keep the Project Manager and others informed about the status and any potential project issues. • Providing other technical office support as required by the project team. • Supporting contract management; knowledge of CC-A1 and CCDC contracts is required. • To work on the Project: Telegraph Cove Rebuild. Job Type: Full-time

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### **Qualifications & Experience:**

Qualifications: • Complete a post-secondary degree or diploma in a construction-related discipline. • Minimum of 5 years of experience in a project support role, preferably with a General Contractor. • Experience working on residential projects. • Effective team player with strong collaboration skills. • Ability to read and interpret contract specifications, drawings, and other construction documents. • Excellent computer skills with proficiency in MS Office, including MS Project; experience with Procore or similar platforms is an asset. • Strong organizational and time management skills, with the ability to prioritize workload and adapt to increasing project demands. • Demonstrated client service orientation with a focus on building and maintaining strong relationships. • Self-motivated with a strong willingness and ability to learn and take on new challenges.

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