



Project Coordinator Full-Time

All Regions

Wednesday July 29, 2026

\$31 - \$40/ hour

Company: Surespan Construction

Website: <https://surespan.com/>

Industry: Management/ Administration

Remote/Camp Based Job: Yes

How to apply:

Please apply at the posting on our website.

<https://surespanca.bamboohr.com/careers/103>

Expiry Date:

Wednesday, August 12, 2026

Details:

Key Responsibilities: - Implement and monitor quality control, safety, and environmental programs. - Perform quantity surveying, quantity review, and system input. - Coordinate field details, conduct site inspections, and liaise with field subcontractors. - Assist site inspectors with reporting functions. - Set up and maintain filing systems, document control, and daily communication with site superintendents. - Record daily construction activities and produce photographic records. - Prepare daily site reports, labor reports, and cost reports. - Expedite materials in conjunction with the Project Manager. - Distribute information to subcontractors and internal teams. - Maintain as-built drawings, budgets, and cost forecasts. - Participate in post-project reviews with key personnel. Located - North Vancouver

Qualifications & Experience:

Qualifications: - Post-secondary education: Diploma or BSc Degree in Engineering, Construction Coordination, or Forestry is an asset. - Applicants must hold a valid Class 5 Driver's License and be legally permitted to work in Canada.
