PROJECT ASSISTANT/ CO-ORDINATOR

Job Description

Acapulco Pools is an established, privately owned company specializing in swimming pool design, construction and service throughout North America. For over 40 years, we have been traveling across North America, leaving our mark along with some pretty amazing aquatic facilities for communities and families to enjoy for years to come.

We love our pools and our clients, but most of all – we love our employees! The Acapulco family consists of over 100 knowledgeable, passionate and fun individuals who all play an important part in bringing our projects to life. We work hard because we truly believe in what we sell, and the quality of our builds.

In addition to saving the world one pool at a time, we are strong believers in finding a balance and having a life outside of work. Our team is made up of road bike enthusiasts, wine connoisseur’s, professional Netflixers, frequent flyers, boat fanatics, devoted sports fans, swimmers (of course!) and so much more. Our philosophy is work hard, play hard. We are proud of the work that we do and we like to celebrate that and just about everything else!

THE WORK

Do you like to do the exact same thing every day? Neither do we! Every day is different. Our Project Assistants are responsible for providing administrative support to our project managers to help ensure projects are completed on time and within the budget. The tasks include creating reports, communicating with crew leaders on a daily basis, coordinating the project crew and materials, reviewing and completing paperwork and attending site meetings. Tasks include, but are never limited to:

- Review project drawings, specifications, equipment lists and quotes.
- Review any changes, CCN’s, site instructions and provide pricing for extras.
- Interact with clients, providing any necessary information and responding to client requests.
- Organize health inspections.
- Complete material take-offs such as rebar, tile, piping and filtration equipment.
• Assist in billing applications.
• Obtain subcontracts when necessary.
• Coordinate material for job sites.
• Attend site visits and meetings.
• Write reports, meeting minutes, schedules, hazard assessments, RFI’s, etc.
• Communicate daily with project managers and site crew leaders regarding project updates, progress photos and organizing materials required for the project.
• Attend company meetings and training seminars.
• All other duties as assigned

THE SKILLS
• Put in the time: 1-3 years of experience supporting project managers in an administrative or similar role or a diploma in Construction Engineering Technology
• Working as a team is your favourite. So is working independently.
• Master Communicator (excellent listening, verbal and written communication skills)
• Cool as a cucumber: you're able to work effectively under tight deadlines and in stressful conditions without breaking a sweat
• Professional organizer is your middle name. You can stay on track independently and no detail goes unnoticed.
• Got 99 problems, but Microsoft ain't one (Excel, Outlook, PowerPoint and Word are your specialties)
• Highly skilled construction document reader/interpreter
• Fluent in construction terminology and drawing standard
• Knowledge and ability to read construction documents and understand terminology and drawing standards

THE PERKS
If working with a team of like-minded, hardworking individuals isn’t enough maybe these exciting perks will convince you:

• COMPETITIVE COMPENSATION PACKAGES
• SUBSIDIZED BENEFITS AND EVENTS
• HEALTH & WELLNESS PROGRAM
• REWARDS & RECOGNITION PROGRAM
• TRAVEL OPPORTUNITIES
• PROFESSIONAL DEVELOPMENT & TRAINING OPPORTUNITIES
• THE BEST PARTIES…EVER!

Are you ready to be part of the Acapulco Family?
Take the plunge and apply today by e-mailing your resume to myfuture@acapulcopools.com

Only applicants who meet the criteria will be contacted. Thank you for your application.

Job Type: Full-time
Reporting to: VP, Construction