

## Project & Systems Coordinator - Full-Time Position

Smith Timber Works | 150 Mile House BC

### About Smith Timber Works

Smith Timber Works is a leader in high-performance timber construction, combining traditional craftsmanship with modern digital workflows. Our commitment to excellence is grounded in five core values:

- People First — Recognizing individuals as our greatest resource
- Innovation — Advancing construction practices through modern tooling and systems
- Quality — Delivering intelligent, precise workmanship
- Kaizen — Continuous improvement across all aspects of our operations
- Build Connections That Last — Strengthening relationships within our team, industry, and community

### Position Overview

The Project & Systems Coordinator plays a critical role in connecting Smith Timber Works' digital systems, field operations, and administrative processes. This position requires a candidate with strong technical competency, high attention to detail, and the ability to operate comfortably between office-based coordination and hands-on carpentry tasks as required.

The successful candidate will support project planning, documentation, and workflow development, while contributing to precise field execution. This role directly influences communication accuracy, internal systems performance, and project delivery standards.

### Key Responsibilities

#### 1. Production & Systems Support

- Assist in the preparation of project quotations, estimates, and material take-offs

- Apply experience with AutoCAD, Vectorworks, or similar platforms to support digital workflow development within CADworks
- Contribute to improved coordination and documentation standards across projects
- Collaborate with operations and field teams to support planning and task execution
- Perform skilled carpentry tasks—including installations, site preparation, and production support—when required
- Uphold Smith Timber Works' quality standards in all field work

## 2. Documentation, Tracking & Administrative Accuracy

- Maintain comprehensive and accurate project documentation within CADworks and related systems
- Record and update schedules, project data, and workflow information with precision
- Complete and submit daily time tracking, payroll entries, expense forms, and materials documentation
- Produce accurate meeting notes and support internal communication processes
- Assist with administrative tasks that ensure consistent and reliable project execution

## 3. Training, Development & Continuous Improvement

- Participate actively in ongoing training programs related to digital systems, internal processes, and carpentry
- Develop full proficiency in CADworks and contribute to system refinements
- Support continuous improvement efforts by identifying opportunities for workflow enhancements
- Maintain readiness for both digital and field-based training and development

## Reporting Structure

This position reports directly to the Project Manager and collaborates closely with Operations, Site leadership, Field crews, and Administrative staff.

## Qualifications & Competencies

### Technical & Professional Skills

- Proficiency with AutoCAD, Vectorworks, or comparable drafting/design software
- Strong computer literacy and ability to learn and apply new systems
- Carpentry experience or exposure to site-based construction environments
- Excellent organizational skills and adherence to process
- Strong written and verbal communication abilities
- Accurate time management and ability to manage multiple tasks concurrently

### Professional Attributes

- Detail-oriented, precise, and thorough
- Adaptable and capable of shifting between digital and field tasks as required
- Proactive approach to problem-solving and process improvement
- Commitment to quality and continuous professional development
- Strong sense of accountability and reliability

### Compensation & Work Schedule

- Hourly Rate: \$28 - 32/hour, paid bi-weekly
- Schedule: Monday to Thursday, 7:00 AM – 5:00 PM (arrival 10 minutes prior to start time)
- Flex time available for pre-approved additional hours (maximum 20 banked hours)
- Full-time work is typical but not guaranteed
- Vacation: 10 days annually (vacation pay included)
- No bonus structure applies to this position

### Benefits & Employment Terms

- Eligibility for employee benefits begins after a 3-month probationary period

- Overtime paid only as required by provincial employment standards
- Employment subject to standard deductions (CPP, EI, tax)

#### Why This Role Is Important

The Project & Systems Coordinator enhances operational clarity, improves documentation standards, and ensures a seamless connection between digital planning and physical execution. This role directly supports both the productivity and quality of Smith Timber Works' projects.

#### Application Instructions

Qualified applicants are invited to submit:

- A resume outlining relevant experience
- A brief cover letter describing their suitability for the role

Please send applications to: [info@smithtimberworks.com](mailto:info@smithtimberworks.com)