

**Job Vacancy**  
**Operations Coordinator – West Sixth Construction**

**Company Overview:** We are a Fort St. John construction company with a small but dedicated team of around 10 individuals. Our commitment to quality and transparency has propelled us forward in the industry. Our management team is growth-focused and actively seeking opportunities to expand our horizons. Currently, we are seeking an accomplished administrator or operations coordinator to join our ranks and contribute to our ongoing success.

**Position:** Operations Coordinator

**Location:** Fort St. John, BC

**Opportunity:** With a history of excellence and a team of professionals, we are proud to maintain a reputation for quality and integrity in the construction sector. The role of Operations Coordinator is pivotal to assisting management and facilitating key operational functions in order to help the team continue to grow and develop.

**Responsibilities:**

- **Data Entry Excellence:** Ensure precision and organization in project-related information.
- **Administrative Assistance:** Provide essential support for day-to-day operations.
- **Team Collaboration:** Assist in coordinating projects and collaborating with different teams.
- **Smooth Operations:** Your organizational skills will keep us running like clockwork.

**Skills We Value:**

- **Attention to Detail:** Your meticulous approach to data entry and administrative tasks is unmatched.
- **Organization:** Your ability to keep tasks on track and coordinated is a strength.
- **Effective Communication:** Strong communication skills that can drive team collaboration.
- **Adaptability:** Thrive in a fast-paced and dynamic role.

**Perks and Benefits:**

- Flexible work arrangements.
- Competitive compensation.
- Opportunity for professional growth within a dynamic organization.
- Collaborative and professional work environment.

**Application Process:** If you possess the qualifications and skills required for this role, we invite you to submit your resume and a cover letter outlining your suitability for the position. Please send your application to [Careers@WestSixth.ca](mailto:Careers@WestSixth.ca). Kindly note that only candidates selected for an interview will be contacted.

**Take the next step in your career and join a company that values excellence and innovation in every aspect of construction. Apply today and become an integral part of our accomplished team.**