

The Company:

Reputable General Contracting company with roots more than 40 years deep in Architectural Heritage Restoration located in Brantford is seeking an energetic and talented individual to grow along with us.

Office Administrator:

- Seeking an Office Administrator who has previous experience in a general contracting or construction trades office.
- Assist with all aspects of the business operations and administration. Including:
 - Responding to telephone calls; corresponding with clients, vendors, and staff
 - Invoicing assistance
 - Document and file management. Including Office 365 administration
 - Coordinating with Estimating to prepare proposals and bid submissions
 - Experience with construction documents – tenders, prequalification's, Government Forms online
 - Place orders for supplies and support project start up and logistics
 - Building strong relationships with Project Managers, Estimators, Team Leaders, and sub-trades

Desired Experience and skills:

- 2 years of related experience in a commercial contracting setting.
- Familiar with construction documentation including bid documents, CCDC documents, RFI's, Changes and PO's.
- Ability to effectively manage priorities, multiple projects and competing deadlines.
- Proficiency with Office 365 and Microsoft - Outlook, Word, Excel. Adobe Acrobat Reader
- Works well under pressure
- Human Resources background an asset
- Problem solver
- Highly organized with strong written and oral communications skills.
- Full time (Monday to Friday)

Interested or know someone? Send resume and cover letter to: jackween@hotmail.ca

We are an equal opportunity employer and thank you for your interest however, we will only be contacting candidates under consideration.