

Construction Administrator/ Coordinator

Our client is a highly established and reputable General Contracting company with roots more than 40 years deep in Architectural Heritage Restoration. Located in Brantford, they operate throughout Southern Ontario. Their strengths are in building envelope, heritage windows, roofs, decorative metals, and exterior construction as well as in custom wood fabrication.

Construction Administrator/Coordinator

Our client is seeking a candidate who has had previous work in the construction field and would have had exposure to and worked with many of the responsibilities listed below. This position will work closely with the Owner and the Operations Manager to assist with all aspects of project administration. Experience in the heritage restoration field would be an asset.

Responsibilities include assisting with:

- o Documentation and file management.
- o Experience with construction documents – tenders, prequalification's, Government Forms online.
- o Building strong relationships with Project Managers, Estimators, Team Leaders, and sub-trades.
- o Estimating and Pre-Construction process including, estimate preparation, subcontractor solicitation and bid submission.
- o Ability to effectively manage priorities, multiple projects and competing deadlines.
- o Create, monitor, and report on project schedules.
- o Manage all project documentation including notifications, pricing / approvals, RFI's, Changes and PO's.
- o Prepare project meeting minutes, maintain project records and related project communication records.
- o Place orders for materials and support project logistics.

Desired Experience and skills:

The ideal candidate will be a recent graduate from a post secondary institution in a specialty field such as architecture, architectural technology, heritage carpentry, masonry, construction management or heritage conservation. This position does not require an Engineer.

- 2 years of related experience.
- Federal security clearance will be required.
- **Proficiency with Office 365 and Microsoft - Outlook, Word, Excel, Adobe Acrobat Reader**
- Read and interpret contract drawings, specifications, and bid documents.
- Works well under pressure.
- Problem solver.
- Highly organized with strong written and oral communications skills.

Job Types: Full-time, Permanent

Salary: \$50,000.00-\$60,000.00 per year

Benefits:

- Casual dress
- Extended health care
- On-site parking
- Paid time off

Schedule:

- Monday to Friday

COVID-19 considerations:

- Vaccine Requirement (must provide proof of full vaccination)

Education:

- Secondary School (preferred)

Experience:

- working in the construction field: 2 years (preferred)
- exposure to the majority of responsibilities listed as: 2 years (preferred)

Work remotely:

- No

Please submit your resume to christie@1stophrconsulting.com

Our client is an equal opportunity employer and thanks you for your interest however, we will only be contacting candidates under consideration.