

Company: Solterra Construction and Development

Located: 460 Fraser View Place, Delta, BC V3M 6H4

Position: Permanent - Full Time

Closing Date: December 31, 2019

Please forward resume to: Linda O'Reilly @ LindaO@Niradia.com

Website: Niradia.com

We are a large group of companies - privately owned and proudly Canadian (Niradia Group of Companies). The company has four main operating divisions: Real Estate Development, Construction, Property Management, and Hospitality Management. Properties and projects span BC, AB and the Western United States and we are looking for a motivated Construction Contract Administrative Assistant to assist with the Development & Construction Team.

Job Summary:

Responsible for assisting in processing, distribution and tracking of contracts, change orders, purchaser orders, word processing, filing and office organization.

Skill Set Requirements:

- Advanced/Intermediate Excel, Word and Outlook
- Administrative skills relating to office procedures, letter formatting and 60-70 wpm word processing.
- High Work Ethic
- Well Organized
- Strong initiative, ability to work independently and good judgment in establishing priorities.

Assets:

Experience: Construction/Real Estate Development

Job Responsibilities:

- Administrative support for the development and construction of residential projects throughout the lower mainland
- Assist the Development team in the preparation of contracts, purchase orders, and change orders.
- Manage the approval and execution of all contracts, purchase orders, and change orders.
- Input pending commitments into the accounting system for release to accounting once all required documentation is gathered.
- Prepare and send out contract package consisting of the payment application and payment schedule to match the executed contract.
- Maintain a log of all commitment-related items such as contracts, purchase orders, and change orders.
- Obtain and maintain accurate and appropriate insurance certificates.
- Obtain and maintain accurate and appropriate waivers from Sub-contractor consultants.
- Create file folders and file for multiple departments.
- Schedule and set up meetings.

Job Requirements:

- MS Office suite
- Exemplary organizational and communication skills, a high capacity to multi-task, and the ability to manage consultants and personalities are prerequisites.
- Familiarity with general contracting administration is a strong plus.