

# It takes a village.

Come and be a part of our team.



## See the magic. Be part of the lifestyle.

As a **Construction Administrator**, you are extremely organized and understand a sense of urgency. You will work with the Construction Manager to provide the Construction team with support on a daily basis. You are driven and motivated to be a part of a dynamic team.

### A Day in the life of a Construction Administrator:

- Provide daily support to the Construction Manager and Construction team with correspondence, organizing and scheduling.
- Act as a liaison between the Construction team in the field and the office.
- Provide administrative support to other departments including Project Management, Safety, Sales, and on site Construction teams
- Construction meeting administration including creating and distributing agendas and minutes to all attendees
- Ensure all project related site, office, safety, and supplier files are in order
- Track occupancies and complete follow up calls to new owners and coordinate with Project Team remedial items
- Deliver accurate and timely Possession letters to customers and enter dates into CRM
- Responding to customer and trade concerns
- Set up temporary and permanent utilities and accounts for Projects
- Track Jayman tools, PPE equipment, and attendance for the Construction team

### What you will bring to the table:

- 3 years' industry experience preferably in new home construction in both and office and field environment
- Excellent communication skills, both verbal and written and the ability to take meeting minutes.
- Well-developed organizational skills and time-management skills.
- Advanced computer skills (ie: Microsoft Office) with the ability to learn internal systems.
- Experience in reading drawings, schedules, and specifications
- Ability to react well under pressure and treats others with respect
- Quick learner and able to work with minimal supervision.
- High accuracy in all aspects of work.

### As a Platinum Member of Best Managed Companies, we will provide you the following:

- Flexible health and dental coverage.
- Flexible hours of work
- Ability to work in the office and on active construction sites
- Employer matching Group RRSP program and discount programs on Jayman products.
- Customized Training Programs.
- On-site Gym.
- Extensive community and volunteer involvement.

Do you see the magic? Are you ready to be part of the lifestyle? Join the award winning Jayman BUILT team and contribute to our exceptional track record, with over 26 thousand homes built in the last 38 years. Please send your resume and cover letter to <https://www.fitzii.com/apply/30266> no later than May 25, 2018.

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.