

Site Administrator

Full-Time

Employer: Seymour Pacific Developments

Email Resumes: careers@seymourpacific.ca

Open Date: 2022-08-02

Close Date: 2022-08-30

Work Location: Port Alberni

Salary: \$24.00/Hour

Seymour Pacific Developments Ltd. is a national leader in land development and residential construction, and we are seeking a Site Administrator at our multifamily site. This position is responsible to ensure efficiency in all administrative functions. This is an indoor/outdoor position in all weather.

RESPONSIBILITIES

- Provide administrative support for the construction site
- Enter timecards electronically and facilitate site approvals with payroll
- Set priorities for carrying out administrative function to maintain smooth operations as well as to meet multiple competing deadlines
- Act as the first point of contact at the construction site for employees, inspectors, visitors etc.
- Working in collaboration with Head Office personnel to maintain paper-flow to/from (i.e. purchasing, payroll, accounts payable, operations team, human resources)
- Assist with all new hire onboarding and ensure documentation is received by HR
- Prepare reports as needed and/or facilitate distribution to relevant internal and external parties (i.e. fuel tracking, meeting minutes, inspection reports, occupancy documents etc.)
- Retrieve/receive and organize rapid purchase orders/packing slips from staff

REQUIREMENTS

- Minimum two years' experience in an administrator role
- Exceptional proficiency in MS Office Suite
- Working experience using construction management software or ERP
- Demonstrated organizational skills and ability to manage time well
- Established good communication skills both oral and written
- Strong interpersonal skills to build and foster partnership with teams
- Demonstrated ability to remain focused on extremely fast-paced construction office environment, with minimal direct supervision
- Building supply product knowledge an asset, however training will be provided
- Ability to lift up to 35lbs

WHY SEYMOUR PACIFIC?

Seymour Pacific Developments is an industry leader in building multi-family homes with unparalleled speed and efficiency. We develop and build over 1,500 units a year by leveraging effective teamwork and industry expertise. We offer excellent wages and benefits, as well as a variety of training for employees who are motivated to succeed and want to expand their horizons. Seymour Pacific Developments is an equal opportunity employer and is committed to following safe and inclusive hiring practices.