

## Project Administrator - Job Posting

Klondike Contracting (KC) is a Vancouver-based, award-winning, general contracting and construction management firm. Our dynamic team of professionals prides itself on delivering exceptional results for our commercial and residential clients. Year over year we continue to grow because we provide quality work to our clients.

When building our team we look to hire people who understand the industry, pride themselves on good work, and are self motivated to get the work done. We are looking to grow our team with the addition of a **Project Administrator**.

Do you:

- Ask smart questions to find the answers you are looking for?
- Have a thirst for knowledge that you apply in your work?
- Take charge and own the work that you do?
- Describe yourself as self-motivated to complete quality work on time?
- Appreciate and meet deadlines?

Working under the general direction of the Director, Projects, the **Project Administrator** is responsible for proactively coordinating all administration and project documentation related to our projects.

Our ideal candidate is proactive, detail orientated, client focused, and has a background in coordinating administration for commercial and residential construction projects.

### Job Responsibilities

Responsibilities include, but are not limited to:

#### Administration

- Proactively create and manage checklists to ensure all project documentation is complete
- Proactively provides administrative assistance to project & accounting team members

#### Coordination

- Proactively draft construction agreements, sub-contracts, purchase orders, change orders & budgets
- Proactively organize all project documents identifying and following up on any missing documents
- Completes data entry and bookkeeping for projects, as requested by the Project Manager
- Collaborate with accounting team on project cost accounting complete with bill entry & coding
- Proactively review and code of project costs to within a construction budget
- Proactively identify all payments for collection, according to payment schedule
- Proactively coordinate budget, submittals, site instructions, shop drawings, RFIs & change orders
- Coordinate the forecast scheduling for in-house staff; confirms information in time sheets
- Maintain inventory & track location of small tools and equipment owned by Klondike

### Project Closeout

- Ensure all owners operation manual(s) and documentation is provided to the Project Manager
- Work with the Project Manager to ensure cost reporting is finalized and balanced

### Safety Coordinator

- Assist in chairing Klondike's Safety Committee
- Coordinate all site safety documentation
- Coordinate safety, insurances, certification & compliance requirements (COR, ContractorCheck, ComplyWorks, etc.)
- Ensure all safety training takes place and meetings are documented
- Support weekly toolbox meetings

### Required Experience & Skills

- 3+ Years administrative and bookkeeping experience preferably in construction or the real estate industry in the greater Vancouver area
- Ability and comfortable learning new computer systems to improve efficiency
- General knowledge of commercial & residential construction
- Excellent verbal and written communication skills
- Skilled in MS Office (Word, Excel, Project, and Outlook) accounting and project management software
- Strong analytical skills, strong work ethic, highly motivated and enjoys a challenge
- Willing and able to learn new skills and concepts quickly
- Confident, positive & outgoing personality
- Able to maintain a professional demeanour in challenging situations
- Enjoys a multi-faceted and dynamic work environment
- Able to prioritize and be flexible, while maintaining efficiency
- Must be legally able to work in Canada

### How to Apply

We want to hear from you! Please apply through our website careers page and/or email your resume and a cover letter that summarizes your project experience to [careers@klondikecontracting.com](mailto:careers@klondikecontracting.com). Please indicate **Project Administrator** in the subject line.

We would like to thank all applicants who apply. Only those selected for an interview will be contacted.