

Project Administrator - Job Posting

Klondike Contracting is a Vancouver-based, award-winning, Design Build General Contracting firm. Our dynamic team of professionals prides itself on delivering exceptional results for our commercial, institutional 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 look 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 senior management, 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:

Project Administration

- Create and manage process, checklists & project documentation
- Provide administrative assistance to project, field & accounting team members
- Draft construction agreements, subcontracts, purchase orders & change orders
- Follow up with A/R collections, according to payment schedules
- Assist with submittals, site instructions, shop drawings, RFIs & change orders
- Manage forecast scheduling for in-house office & field staff
- Manage rental of small tools and equipment owned by Klondike
- Ensure close out documentation is complete & provided to the Project Manager
- Assist Project Managers with monthly cost reporting
- Co-chair Klondike's JOHS Safety Committee Meetings
- Coordinate KC's Health & Safety Program (COR)
- Coordinate insurances, certification & compliance requirements
 - ContractorCheck
 - ComplyWorks
 - Etc.
- Organize safety training and document meetings
- Verify daily report, safety logs & weekly toolbox meetings are completed

Accounting

- A/P data entry and bookkeeping for projects complete with job coding
- Collaborate with accounting team on project cost accounting
- Review project costs to determine variance with construction budget
- Verify that Field Purchase Orders are entered correctly & properly job coded
- Follow up on any outstanding vendor bills that do not have commitments
- Verify responses to Submittals, RFIs, Site Instructions & Shop Drawings
- Assist Estimators with trades participation during tendering
- Match Commitments (Purchase Orders & Subcontracts) with Vendor Bills
- Create Vendor Subcontracts when project commences
- Reconcile monthly visa statements for field staff
- Confirm Procore Commitments and Change Orders are sent to Spectrum (via ERP integration)
- Maintain data integrity of Vendor contact information in Procore

Required Experience & Skills

- 3+ Years administrative and bookkeeping experience preferably in construction or real estate industry
- 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

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. 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.