

# In-TAC ISSofBC Pre-Arrival Services Job Posting

## Construction Administrator

**Job ID #:** In-TAC-010-17

**Sector:** Construction

**Job Type:** Full time

**Location:** Vancouver, BC

**Number of Openings:** 1

**Salary:** DOE (Depending on experience)

**Closing Date:** Ongoing until filled

This employer is a leading real estate firm based in Vancouver, British Columbia, Canada with offices in Toronto, Los Angeles, and Chicago. This diverse company is vertically integrated with in-house departments responsible for execution of the company's activities including property development, construction management as well as leasing, sales, marketing and interior design.

There is an exciting opportunity for a talented professional to join the administration team in Vancouver as a Construction Administrator. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible, self-motivated and enjoys the administrative challenges in a fast-growing company.

The ability to interact with staff (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision making ability and attention to detail are equally important.

## Responsibilities

- Draft, prepare, distribute and follow-up with various correspondence
- Handle telephone and email inquiries and respond as appropriate
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Arrange travel schedule and reservations, as needed
- Prepare meeting agendas and prepare minutes from meetings
- Assure discreet handling of all company business
- Meticulous with contract administration
- Facilitate construction contracts with Project Coordinator and Project Managers with various trades
- Organize and support the Project Managers and the Project Coordinators with meetings scheduling, letters and documents preparation, contracts signatures, invoicing, etc.
- Prepare various construction documents, sending out letters and general communication to trades and Site Superintendents
- Diligent on follow up and project timetables
- Detailed at prioritizing and managing multiple projects simultaneously, and follow through on issues in a timely manner along with managing deadlines
- Excellent at multitasking in a fast-paced environment
- Appointment scheduling for Project Managers and the Director
- Excellent technical writing skills for various letters
- Reception relief, filling and other administrative tasks
- Technical Skills – MS Outlook, MS Word and MS Excel are assets

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## Qualifications

- 2+ years of construction administration experience
- Strong knowledge of MS Office, including Word, Excel, PowerPoint, and Outlook
- Experience scheduling travel arrangements
- Attention to detail and an ability to work on multiple projects simultaneously
- Upbeat, positive, outgoing, personable and able to relate well with diverse populations and age groups
- Demonstrated commitment to completion of projects on a timely basis
- Excellent verbal, written and keyboard skills
- Bachelor's degree or equivalent experience an asset

## How to Apply

This opportunity is exclusively for Pre-Arrival immigrants to Canada with valid passport from China, Hong Kong, Macau, or Taiwan. **If you are interested in this position (or similar roles) and moving to Canada soon, our Counsellors can assist and connect you directly with employers.**

For Pre-Arrival clients already registered with In-TAC Pre-Arrival Services, email your resume to your Counsellor, including **“Job ID # In-TAC-010-17”** in subject line. To access our free In-TAC Pre-Arrival Services, please click [here](#) to register as our client.



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