

Daniels

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Administrative Assistant – High Rise Contracts & Estimating

The High Rise Contracts and Estimating department at Daniels is looking to hire an Administrative Assistant to provide support to its team of Estimators, Project Managers, and Site Personnel. The position a person who is highly organized and knows how to prioritize a multitude of tasks. Thus, time management skills are essential. Also, the ideal candidate will be highly motivated with a keen desire to learn and expand their knowledge of the construction process. They must be proficient in Microsoft Word and Excel, but some knowledge of Adobe Acrobat Pro would also be beneficial.

Responsibilities include but are not limited to the following:

- Assist the Estimating team with the budgeting, tendering, and contracting process.
- Issue, log and file Change Orders, Site Instructions, Shop Drawings, and Purchase Orders as directed by the Project Managers.
- Coordinate meetings as requested.
- Assist in the preparation of Management Reports.
- Coordinate the distribution of drawings to trades and consultants.
- Maintain organized project filing system.
- Assist other Administrative staff as required.

The position is based out of The Daniels Corporation's head office located at 20 Queen St. West, Toronto. It is a one-year contract with the potential for full-time permanent employment in the future. Please submit resumes to employmenthighrise@danielscorp.com.