

Daniels

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Commercial Construction Administrator

The Daniels Corporation is seeking a Commercial Construction Administrator to join our expanding team.

Job Description

The Commercial Construction Administrator will come prepared with the knowledge and experience in the commercial construction industry. This position requires the ability to work in a fast paced environment with extreme attention to detail, strong organizational skills, great interpersonal skills, proven problem solving ability with a customer service background.

Responsibilities:

- Performs administrative tasks for the Commercial Construction team
- Requests documents/drawings from Consultants when required
- Prepares and circulates correspondence to Owner/Tenant
- Request copies and circulate construction documents for Commercial construction team and building management
- Prepares and circulates correspondence to Owner/Tenant of construction drawings
- Assists in the preparation of drawing approval process
- Coordinates schedules with all parties
- Responsible for maintenance of all project files
- Responsible for required reports
- Responsible for invoicing
- Responsible for all other duties as assigned

Qualifications:

- Minimum 3 years administrative experience in a fast paced deadline driven construction environment
- Knowledge of commercial construction and building operations
- Proficient using MS Office; Excel and general computer use

Please send all inquires and resumes with confidence to Sasha Annibale at:
saannibale@danielscorp.com

The Daniels Corporation

The Daniels Corporation (danielshomes.ca) is one of Canada's preeminent builders/developers, building more than 26,000 new homes across the Greater Toronto Area for over 34 years. Among its many initiatives, Daniels was chosen to partner with Toronto Community Housing to revitalize Regent Park. Committed to community, Daniels offers innovative programs that help people achieve homeownership, champions neighbourhood initiatives that enhance quality of life, and supports numerous charities and non-profit organizations.