

# Daniels

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### REGENT PARK MANAGEMENT OFFICE SITE ADMINISTRATOR POSITION OUTLINE

<b>Employer</b>	The Daniels Group
<b>Job Location</b>	Regent Park Management Office
<b>Job Stream</b>	Construction Site
<b>Job Type</b>	Full Time
<b>Salary/Rate</b>	TBA
<b>Start Date of Employment</b>	TBA
<b>Language Required</b>	English
<b>Work Hours</b>	7am to 4:30 pm

#### **Overall Office Responsibilities:**

- Log & Distribute information to Site Personnel & Trades
- Assist with Health & Safety Items
- Provide support to Site Staff
- Records Retention of Site project files

#### **Project Related Responsibilities:**

- Support Site Personnel including:
  - Order Site related office supplies
  - Log and order drawings for site and trades as required
  - Preparation of Site Meeting Minutes
  - Log and Distribute Addenda, Site Instructions, Shop Drawings
  - Prepare and Update logs for purchase orders, site instructions, concrete & rebar, key and colour package plus additional logs required for the Site
  - Prepare, Distribute and Track Consultant RFI's as required.
  - Prepare and Maintain site filing system; including trade contracts, health & safety information, and prepare files for Records Retention when project is finished
  - Take direction from Site Personnel on requested tasks.
  - Gather trade information for market and/or rental building turnovers. Liaise with Management Office

#### **Requirements / Qualifications:**

- Proficiency and experience in the use of Microsoft Office (i.e. MS Word, Excel, PowerPoint and Publisher)

- Effective verbal/written communication skills
- Excellent organizational skills
- Able to work independently, take initiative, and follow directions
- Able to understand and follow protocols

Please submit resume with confidence to [construction@danielscorp.com](mailto:construction@danielscorp.com)