



ADMINISTRATIVE ASSISTANT

The Daniels Corporation builds with a passion for creating vibrant communities in every sense of the word. Daniels looks beyond the bricks and mortar, including social, cultural and economic infrastructures that will create a unique sense of place. This commitment has been an integral part of Daniels' corporate philosophy for over 35 years. Daniels has built more than 30,000 award-winning homes and apartments, master-planned mixed-use communities, and commercial and retail spaces, and has earned its standing as one of Canada's largest and preeminent builder/developers.

Daniels is looking to recruit for a full-time, one-year contract Administrative Assistant position in their Regent Park Management Office. The Administrative Assistant will be required to support our Project Managers.

Overall Responsibilities:

- Distribute, log and follow up site instructions and shop and project drawings
- Prepare, distribute and track consultant requests for proposals as required
- Gather needed paperwork for proposals and interface with head office for signatures
- Prepare and maintain company project filing system: including trade and consultant lists; project information distribution lists; and file lists
- Take direction from Project Managers to complete additional administrative duties as required
- Provide internal and external communication support
- Prepare rental building turnovers based on documented guidelines
- Prepare market building turnovers in conjunction with condo relations
- General office duties including filing and updating calendar events and meetings
- Assist with preparing, sorting, printing and distributing incoming mail and correspondence
- Prepare records for off-site storage
- Order site related office supplies

Requirements:

- Strong in Microsoft Office suite and Adobe Acrobat DC
- Excellent verbal and written communication skills
- Solid organizational skills
- Able to work under pressure
- Able to work independently, take initiative and follow directions
- Knowledge of and ability to apply administrative service principles, methods and practices to provide support
- Able to understand and follow company protocol and guidelines

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- Represents the organization in a professional and courteous manner

The Daniels Corporation welcomes and encourages applications from people with disabilities.

Accommodations are available upon request for candidates taking part in all aspects of the selection process.

If you are interested in this position, please send your resume to Melisa Allen at mallen@danielscorp.com.

We thank all applicants for their interest in this position, however only applicants selected for an interview will be contacted.