

CONSTRUCTION ADMINISTRATOR

Genesis Builders Group. - Calgary, AB

October 2014

For more information, please contact:

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Company Overview

Genesis is an integrated, award-winning land developer and residential homebuilder, creating innovative and successful communities in the Calgary Metropolitan Area. Genesis is committed to supporting its communities through partnerships like the Genesis Centre of Community Wellness and Genesis Place Recreational Centre. Genesis owns a large portfolio of entitled residential and mixed-use land, which is exceptionally well positioned to benefit from the continued robust activity in the Alberta economy. The Corporation's common shares are listed on the Toronto Stock Exchange (TSX: GDC).

At Genesis we believe in the power of relationships. We take pride in our work and our organization. We dare to dream and above all value integrity. We offer competitive wages, employee home purchase program, one of industry's best health & benefit packages, continuing education reimbursements, and career growth within the Genesis team.

Position Description

At Genesis, we are currently seeking a passionate and self-motivated professional to apply their skills and experience as a Construction Administrator in our fast-paced environment.

Reporting directly to the Construction Manager, the Construction Administrator is expected to fully support and assist the Construction Manager in administrative and project related tasks. The ideal candidate will also have strong organization skills, excellent interpersonal skills and customer service skills, as well as the ability to multi-task while maintaining attention to detail and accuracy

Primary Responsibilities

- Maintain and build excellent relationships with subcontractors and clients
- Provide administrative, technical & project management support and assists operations staff to ensure projects are completed on time and within budget.
- Assist the Construction Manager and Site Supervisors, where applicable, in the day to day duties of a project's administration.
- Perform general administrative and record-keeping functions including the review and distribution of documentation; preparation of correspondence and meeting minutes, tracking of project milestones and financial deadlines, maintenance of files, logs, drawings and specifications.
- Understand and perform document control functions, maintain accurate and up-to-date logs, track responses and advise the Construction Manager of the status.
- Ensure appropriate and timely enrollment of warranty and utility providers.
- Track all rental equipment
- Coordinate and attend Construction meetings as requested or required.
- Ensure compliance with all Federal, Provincial and local laws, particularly applicable Occupational Health & Safety Acts/Construction Safety Act regulations and environmental requirements
- Build strong collaborative relationships with other GBG employees
- Present oneself as a candidate for promotion by learning and understanding construction methods and developing good construction management skills.
- Perform additional assignments and responsibilities as assumed or requested by

supervisor.

Desired Qualifications

- A minimum two (2) years of relevant experience preferable in construction
- A valid Class 5 driver's license.
- Proficient in Microsoft Office software
- Preferred skills
- Attention to detail and documentation
- Ability to work unsupervised and within a team environment
- Ability to maintain accurate records of plans, examinations and inspections
- Ability to communicate technical information
- Ability to work well within timelines
- Ability to successfully manage multiple tasks and priorities while using a well-developed problem solving methodology to resolve issues as they arise.
- Excellent organizational skills with high attention to detail, time management and planning.
- Ability to develop and maintain strong lasting relationship both internally and externally.
- Ability to work under pressure in a deadline driven environment while maintaining a strong focus on quality.
- Strong interpersonal and communication skills required both verbally and in writing.

If you are interested in this career opportunity with a growing company please apply by sending your resume to Human Resources (human.resources@genesisland.com), quoting "**Construction Administrator**" in the subject line along with salary expectations.

We thank all applicants for their interest; however, only selected candidates will be contacted.

Confidentiality

Genesis Land Development Corp. and Genesis Builders Group Inc. respects the privacy and confidentiality of personal information provided by candidates in our search assignments. In accordance with the Personal Information Protection Act ("PIPA"), a copy of our Privacy Policy is available for your review on our website <http://www.genesisland.com/privacy-policy/>.