



## Office Assistant, Construction

We are looking for an organized and detail-oriented Office Assistant to assist all works on site, and provide on-site coordination for all phases of the construction project, including coordinating authority and consultant approvals, sub-trades, material and equipment, and ensure specifications are followed while staying within budget and on schedule. The position will need to assist with orderliness on site and ensure compliance with safety regulations. Work location is at site office in Vancouver, BC.

### Responsibilities:

- **Projects Management:**
  - Assist with update of work plans and schedules.
  - Support teams with the Consultant Request for Proposal process and participate in the design/development management process.
  - Participate with a variety of tasks through the tender and award process.
  - Assist with processing of submittals and building systems orientations
  - Assist with preparation Project Handover Documentation.
- **Document Control:**
  - Maintain and update standard project documents and templates.
- **Construction contacts:**
  - Maintain up-to-date contact lists for all construction industry partners.
- **Warranty and Customer Service:**
  - Support the Customer Service Representatives variety of duties related to on-site inspections, handover and the management of service request from customers.
- **General administrative duties:** Support the Construction team with filing, scanning, record keeping, courier dispatch and maintaining stationery supplies.

### Qualifications:

- College diploma in engineering, construction, architecture or related technical discipline.
- Previous experience in the construction industry is an asset.

- 1-2 years of previous administrative work experience is preferred.
- Highly proficient in technology, including Microsoft Office Suite.
- A high level of integrity.
- Strong verbal and written communication skills.
- Ability to work independently and collaboratively as a team member.
- Excellent time management skills, with the ability to prioritize and manage competing demands in a dynamic environment.

We thank all applicants for their interest in a career with the Holborn Group, however, only those identified for further consideration will be contacted. Please forward your resume to [careers@holborn.ca](mailto:careers@holborn.ca).