



Construction Office Assistant/ Coordinator

We are looking for an organized and detail-oriented Office Assistant/ Coordinator to assist all construction projects, and provide 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. Work location is 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.
- **Invoicing and budget control:** Preparing the monthly invoice payments and reports and monitor the project budgets.
- **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.