

NOW HIRING | PROJECT ADMINISTRATOR #24PA

For over 30 years the Peak Construction Group of Companies has been specializing in the development and construction of commercial, residential and renovation projects. At Peak, we pride ourselves on providing large firm capabilities, while maintaining small firm personal commitment and overhead costs. We currently have an opening for a Project Administrator, based on the Senákw project site.

The Project Administrator is responsible for providing varied administrative, secretarial, and business management support to the Project Team. They will also act as a receptionist for the project and represent Peak as the first point of contact for the office in a friendly and professional manner, greeting internal and external clients with the best possible service in mind.

Work Schedule: This is a full-time position, required to be performed in the site office 7:30AM-4:00PM, Monday-Friday. There is no option for remote work.

Salary: \$55,000-65,000 per annum, dependent on experience. Peak also offers RRSP match, comprehensive extended benefits plan, continued professional development and many employee events and opportunities.

Who You Are: You are an organized self-starter who is highly attentive to detail. You are an experienced administrative professional with post-secondary courses in office or business administration. You are a confident, committed individual that can multi-task effectively. You take pride in your work and enjoy contributing to a productive work environment.

Key Responsibilities:

- Completes administrative tasks such as: answering phones, photocopying, filing, faxing, managing calendars, preparing expense reports, coordinating mail and couriers, and preparing and distributing correspondence.
- Greet visitors and determine whether they should be given access to specific individuals
- Orders materials, equipment, and office supplies as required. May coordinate computer requests, phone and office moves and other installations.
- Creates Purchase Orders (PO's) for review by Project Team and then issues them to suppliers once approved.
- Coordinates, tracks, reviews and submits PO invoices
- Supports document control tracking such as uploading/downloading design drawings/specifications and updating the project drawing logs.
- Assists with the coordination of meetings including scheduling, booking resources, compiling required materials, and making catering arrangements.
- Records and produce accurate meeting minutes as requested.
- Maintains and updates various contact and distribution lists for the project.
- Coordinate special projects and departmental activities and events.
- Ensures the cleanliness of office common areas including kitchens, copy rooms, supply rooms, boardrooms.
- Maintains and updates logistics and office floor plans.
- Other related duties as assigned.

Experience and Qualifications required:

- Minimum of 3 years experience in a professional, fast-paced office environment required (experience in the construction industry is an asset)
- Post-secondary education in office administration required.
- Demonstrated proficiency in the Microsoft Office Suite (Outlook, Excel, Word and Sharepoint).
- Responsible and reliable with a positive attitude.
- Strong verbal and written communication skills.
- Strong organizational skills, with the ability to prioritize effectively.
- Professional demeanor and presentation.

If this sounds like a match, please forward your resume referencing position #24PA to careers@peakgrp.com

