NOW HIRING | PROJECT ADMINISTRATOR – DOCUMENT CONTROL #24-DC

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 a Vancouver project site.

The Project Administrator (Document Control) plays a crucial role on the team by ensuring that all documents are organized and easily accessible. They are responsible for receiving, reviewing, managing, storing and properly distributing project documentation. They provide professional service and must be organized, detail oriented and consistent. They may use construction management software programs in addition to internal structures, standards and templates. Effective communication and time management are important skills.

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 experienced in Procore, Fieldwire, and/or Sharepoint. You are a confident, committed individual that can multi-task effectively and work independently. You take pride in your work, enjoy contributing to a productive work environment, and are committed to working safely on an active construction site.

Key Responsibilities:
- Checking documents for accuracy and compliance and reporting and inconsistencies.
- Controlling the flow of documents
- Upload/download Drawing Sets/Specifications and Site Instructions.
- Ensure project drawings are uploaded to Procore/Fieldwire and all documents are saved in Peak's Sharepoint Folder. Update Master, Current and Tender drawing lists.
- Work in multiple data management and documentation systems: Procore/Fieldwire/Sharepoint experience required.
- Distribute drawings and Site Instructions to Trade Contractors using the distribution workflow in Procore and project distribution process.
- Receive and distribute Site Reviews.
- Track completion of Action Items noted in Site Reviews
- Ensure internal project folders are current and consistent and file naming conventions are being followed and update as needed.
- Maintain and update contact and distribution lists for the project.
- Distribute and process incoming and outgoing mail/couriers/deliveries.
- Ensure spreadsheets and other tracking documents are kept up to date.
- Assisting team members with accessing documents through the document management system.
- Create Change Events and Organize Change Order Requests.
- Ensure Contract Documents are properly saved and organized
- Perform other related duties as required.

Experience and Qualifications required:
- Demonstrated proficiency in the Microsoft Office Suite (Outlook, Excel, Word and Sharepoint).
- Experience in Procore, Fieldwire, or other document control software.
- Strong verbal and written communication skills.
- Strong organizational skills, with the ability to prioritize effectively.

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

PEAK
CONSTRUCTION GROUP