



General Construction Administrator

At Claridge Homes, we are dedicated to quality and craftsmanship without compromise. Located in Ottawa, ON, we pride ourselves on providing a healthy, diverse, and balanced work environment. Working with a team of over 250 Full time employees, top contractors and professionals we have built more than 8,000 Tarion certified homes, 4,000 condominiums and several retirement homes totalling 500 suites. We have grown to become Ottawa's largest land developer because each project we strive to provide maximum value and customer satisfaction.

Role Description:

Under the direction of the Construction Manager the Administrator will play a key role in helping in regards to all aspects of administration in our Low-Rise department. This position is an excellent starting point with growth opportunity for those interested in pursuing a career in construction administration.

Responsibilities:

Supporting our low-rise construction department some duties include:

- Data entry
- Filing
- Photocopying/Scanning
- Digital Document Distribution/Storage
- Tracking receipt of documentation
- Processing documentation through a well-defined workflow

Skills and Knowledge:

- College Diploma in Administration or a construction related field is considered an asset
- 1 - 3 years in office administration experience, construction knowledge and/or NewStar System would be an asset.
- Strong Communication both verbal and written and Interpersonal skills
- Strong organizational skills and procedure oriented
- Attention to detail, and self-motivated
- Strong Microsoft Office: Excel and Word

Please send applications to: hr@claridgehomes.com

Claridge Homes is committed to being an Equal Opportunity Employer. Please advise in advance if you require any accommodation during the application or selection process. Any information you send us will be handled professionally, respectfully and in complete confidence.

While we thank all candidates for their interest, only those selected for further consideration will be contacted.