POSITION TITLE: Site Clerk

Employment Type (FT, PT, Contract): FT
Rate of Pay: 45,000.00
Job Location: Hamilton, Caledonia, breslau
Hours of Work: 8:00 - 4:30
Start Date: ASAP
Application Deadline: September 13, 2020

COMPANY NAME: Empire Communities
Street Address: 125 Villarboit Crescent
Phone: 9058078102
Fax:
Email: mcampbell@empirecommunities.com
Website: www.empirecommunities.com

General Description of Duties:
The Site Administrator/Clerk will provide assistance as required by the Site Superintendent(s)

Skills and Experience Required:
Key Functions & Duties:

Responsibilities of this position include, but are not limited to:

Direct and supervise site staff and trade labour force as mandated by Site Superintendent(s);
Maintain daily construction log in conjunction with Site Superintendent(s);
Prepare and maintain various communication/documentation with head office and site;
Prepare and maintain various files for purchaser agreements (PA);
Co-ordinate with municipal inspections, and Tarion inspections;
Maintain familiarity with WHMIS, WSIB and OHS safety responsibilities and duties;
Maintain the confidentiality of company information, policies and procedures;
Upholding and adhering to the company policies including a clean and safe work environment;
Time manage yourself with meeting deadlines and project requirements;
Attend and participate in company and/or site meetings plus prepare meeting agendas and minutes as required by the site superintendent(s);
Other work and tasks related to company’s objectives, or as required by the Site Superintendent(s);
Skills and Qualifications:

- Able to work independently and as part of a team
- Excellent organizational skills
- Ability to multi-task and complete work on time under pressure
- Must be proficient with MS Office applications, word, excel, outlook express
- Adaptable to learn new computer systems (Newstar REMS)
- Strong communication skills, both written and oral
- Understand the need for professionalism with purchaser and other client groups

KNOWLEDGE/SKILLS/COMPETENCIES: Education:

- High School diploma, Post-secondary diploma in Engineering, Architecture or related construction

How to Apply:
Please sent resume to: cthompson@empirecommunities.com

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