



Construction Administrator and Scheduler

Duties & Responsibilities

- You will be responsible for providing administrative support and scheduling to our production team.
- This includes scheduling & production of jobs by your assigned painter crews.
- To plan, in conjunction with the Project Manager, Pre-Planning/Pre-Construction Services.
- The staffing, needed training, and hourly production of your assigned painter crews. Achievement of your team KPI's include scheduling + weekly production per painter
- To provide technical and administrative support to the projects operations with emphasis on reporting, planning and monitoring progress, and scheduling, and dealing with project change.
- Consult with supervisor to schedule work sites in a cost and time-efficient manner
- Meet regularly with supervisors to co-ordinate activities at project sites
- Prepare and maintain various reports on the progress of work and materials used.
- Provide support to cost control, document control and change order control
- Prepare progress reports and issue progress schedules to clients

Job Experience Required:

- 3+ years of successfully dealing with multiple employees/crews, personal, and any experience in the home building or home improvement business is a big bonus.
- Experience using online scheduling systems for job assignments.
- Working in a demanding multi task, high pressure environment is a must.
- Decent computer skills since all of our jobs are being run through our CRM Infusionsoft and Google Applications
- Pass a criminal background check

Job Skills Required

- Great communication & conflict resolution negotiating skills to manage multiple types of clients and trades both verbal and written.
- Strong motivation and leadership skills to ensure team achieves it's KPI's.
- Hands on lead by example leadership style.
- Team player

How to Apply

If you are interested in applying for this opportunity please visit **Booth 19** at the Hire Canada Job Fair & Training Expo on **Wednesday, December 5, 2018** at the **Mississauga Convention Centre** between 11AM – 3PM.