



CONSTRUCTION ADMINISTRATIVE ASSISTANT

Presented by Thornhill Employment Hub on behalf of a local employer seeking to fill this position.

Position Type: Full-time, project duration 6 months, with full-time position possible after the end of the project.

Location: Toronto, ON

Compensation: Compensation based on experience

Qualifications (Preferred):

- High school Diploma
 - Must be fluent in English
 - 2-5 years administrative experience
 - Must be reliable, punctual, responsible and hard-working
 - General construction knowledge; understands terminology and processes when drafting correspondence
 - Must understand and comply with construction safety regulations as outlined by Ministry of Labour
 - Ability to read and understand working drawings and specifications
 - Exceptional organizational and planning skills
 - Service-oriented approach internally and externally
 - Professional experience managing confidential information
 - Effective oral and written communication skills
 - Proficient working knowledge of Microsoft Office (Microsoft Project, Word, Excel, PowerPoint, and Outlook)
 - Working at Heights (WAH) and WHMIS 2015 certificates are preferred, but will provide training to the right candidate
 - Tracking daily progress with and weekly reports
 - Keeping track of extra and change orders
 - Must be able to work in a team
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Responsibilities:

- Prepare reports, meeting minutes, communications and composing and/or editing a variety of documents using Word and Excel
- Tracking daily progress. Generate daily and weekly reports
- Keep track of extras and change