



MASTER PLANNED COMMUNITIES



Construction Administrator

Calgary – Full Time

Company

Genesis Builders Group is a wholly owned subsidiary of Genesis Land Development Corp., a public company listed on the Toronto Stock Exchange (GDC.TSX). Celebrating its 15th Anniversary, the parent company, Genesis Land Developments Corp., provides great communities in Calgary and Airdrie for its three single family homebuilding divisions, multi family home division, commercial division, and other fine home builders.

Role

As Construction Administrator you will be providing direct assistance to the Operations Manager, and Construction team,

Responsibilities include but are not limited to:

- *Utility enrolment of gas, power*
- *ANWP enrolment*
- *Completion and distribution of construction package and uploading to system*
- *Schedule and track seasonal work*
- *Filing and scanning construction documents/filing hard copy permits from site*
- *Submitting Permission to Occupy (POP) to legal*
- *Preparing Possession letters*
- *Preparing construction closing process and documents*
- *Provide customers with information regarding construction issues*
- *Track and initiate site back charges*

Knowledge/Experience

- *Minimum of 2 years administrative experience within residential new home construction.*
- *Knowledge of and experience with the residential new home construction process.*
- *Computer skills: Excel, word, Outlook, etc.*

Skills/Attributes

- *Ability to coordinate several simultaneous tasks while maintaining positive attitude and flexible work style.*
- *Very strong organizational and communication skills*
- *Must be self motivated and able to work in a team*

*For immediate consideration please forward your **resume, cover letter stating experience and salary expectations** to Human Resources (please note "**Construction Administrator**" in the subject line).*

Email: Human.Resources@genesisland.com

We thank all applicants for their interest; however, only selected candidates will be contacted.
No phone calls or agencies, please.