



Construction Administrator

About Polygon

At Polygon, we pride ourselves on building with purpose. A true British Columbia owned and operated real estate developer since 1980, we've built more than 34,000 homes throughout Metro Vancouver and the Fraser Valley. From luxury high-rise towers in dynamic urban centers to complete master planned communities, we have worked hard to earn the trust of thousands of families by committing to quality design, sound construction, and exceptional customer service.

We value integrity, trust, and 'doing the right thing'. Our team of bright, motivated, and hard-working employees is really what makes Polygon such a great place to work and we truly believe in investing in our teams and in the communities in which we build. Come join one of British Columbia's top real estate developers!

About the Role

Reporting to the Senior Vice President Construction, Polygon is searching for a detail-oriented and resourceful Construction Administrator to support our busy construction department. The Construction Administrator is responsible and accountable for the successful execution of general project construction administrative duties as directed.

Responsibilities

- Conduct administrative duties including filing, copying, typing and transcription of all necessary correspondence to required parties.
- Upon request from the Senior Vice President, Vice President and/or Construction Managers, prepare reports, memos, etc. as required.
- Compile monthly project information sheets and distribute accordingly.
- Administer and track all construction contracts, purchase orders, and change-orders including the timely execution, recording, and circulation of documents to contractors.
- As directed, assist the project team with respect to the site setup of construction offices, temporary power, storage, site communication, etc.

- Maintain an inventory of all site office equipment/supplies and distribute to the sites as required.
- Compile, execute, and distribute site meeting and safety meeting minutes as directed.
- In cooperation with the project team, assume responsibility for the coordination, approval, and distribution of shop drawings, as-built drawings, and warranty documents.
- Administrate the tendering of projects, including the preparation of associated documents and drawings.
- Work with the project team to obtain and convey accurate and coordinated information to the site and trades/suppliers in a timely manner.

Requirements

- 1 to 3 years of administration experience, preferably with a good understanding of construction contracts and processes
- Post-secondary education is an asset.
- Strong organizational skills with the ability to prioritize important and time-sensitive tasks.
- Detailed-oriented approach to carrying out responsibilities.
- Strong proficiency in Microsoft Office suite (i.e. MS Word, Excel)
- Excellent business acumen and interpersonal skills to work cooperatively in a team-focused manner
- Strong written and verbal communication skills.
- Ability to adapt and handle multiple priorities efficiently.

Salary range: \$58,000 - \$64,000 per annum (bonus and benefits)

The compensation range may vary based on the candidate's years of experience, skills and qualifications.

As a leader in the industry, we offer a competitive compensation program, commensurate with experience, along with an exceptional corporate culture.

Benefits include:

- Extended dental, health, and vision benefits
- Lifestyle Spending Account to support your wellness needs
- Employee and Family Assistance program (EFAP)
- Group life insurance benefits

- RRSP matching
- Paid time off
- Learning and development support

Join us in shaping the future of our industry while building a rewarding career with Polygon. If you have an interest in this position, please send your cover letter and resume to careers@polyhomes.com. Please include 'Construction Administrator' in the subject line.

We thank all applicants for their interest and will only be in touch with shortlisted candidates.

Recruitment agencies: We are not accepting unsolicited agency resumes and we are not responsible for any fees in relation to unsolicited resumes.