



Employment Opportunity Executive Assistant

Are you looking for a rewarding career with a dynamic builder with proud Atlantic Canadian roots, a purpose-driven culture, and an unwavering commitment to exceeding client expectations and having positive community impact? DORA Construction is looking for you!

Why choose DORA Construction to build your career?

1. Make an Impact in Local Communities with Projects That Build Communities

Since 2003, DORA has delivered exceptional projects ranging from large commercial projects to meticulous restorations, building with pride, skill, and integrity. With office locations in Halifax, Lunenburg, and Sydney, DORA's service offering encompasses design flexibility, innovative building technologies, project management excellence and client relationship focus and covers a broad spectrum of project types including new retail, commercial, residential, and industrial, Net Zero, historic restorations, community/non-profit and First Nations construction.

2. Become Part of a Rewarding and Inclusive Work Environment

DORA believes in not only talking the talk, but we also stand by our values and ensure our employees do as well. We are committed now more than ever to providing a safe, diverse, and inclusive workforce for everyone. We support ongoing training, education, and leadership to encourage personal and professional growth for all. Our commitment to getting the job done and building quality client relationships is visible through our humility and teamwork every day, whether it be in the office or on the job site. We celebrate our successes together and are proud when our vision comes to life!

Dora Construction believes in building communities that are connected and make an impact.

- We build solid.
- We build engagement with our clients.
- We build partnerships with key players on every project.
- We build understanding of every stakeholder's role.
- We build on our guiding principles.
- We build with a long-term view.

From our solid foundation, we will build yours. We build solid.

Opportunity- Executive Assistant

Reporting to the Vice President of Construction Operations, as the Executive Assistant, you will play a vital part in the operations team. In this position you can expect to work alongside the VP and other team members, taking meeting notes, arranging calendars and events, creating reports, and assisting with fostering working relationships between the office and field staff.



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Position Responsibilities:

**Including but not limited to:*

- Calendar Management- Booking meetings, appointments, managing reminder notification and booking boardrooms and meeting areas.
- Taking meeting notes for weekly/ biweekly meetings and sending out follow up emails.
- Creating agendas and setting meeting priorities and disturbing accordingly
- Creating presentations and reports
- Contact management
- Monthly reconciliations and budgeting/ expense support
- Arranging executive lunches, accommodations, and events
- System usage: SharePoint, TimberScan, Procore as required.
- Fostering close working relationships with Human Resources department, Operations team, Project Managers and Project Support teams.

Qualifications:

- Degree in Hospitality, Business Administrator or a combination of education and experience.
- Prior experience as an Executive Assistant.
- Experience with basic accounting would be considered an asset.
- Excellent interpersonal and communication skills, both written and verbal.
- Strong organizational and multitasking abilities, with a keen eye for detail.
- Proficiency in Microsoft Office Suite and general office operating systems.
- A positive, friendly attitude and a genuine desire to provide exceptional service to both visitors and colleagues.
- Previous experience in the construction industry is considered an asset.
- Ability to work independently and as part of a team in a demanding environment.

Salary

Depending on experience.

All applications are strictly confidential.

If you are interested in this rewarding career opportunity with us, please send your resume in confidence, to bsisco@doraconstruction.com

We thank all applicants for their interest, however only those selected for an interview will be contacted.