



# Employment Opportunity Office Coordinator

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- Office Coordinator**

Reporting to the Branch Manager, the Office Coordinator is involved with ensuring the office administration is running exceptionally. In this role, you can expect to be actively involved in all aspects of the business, from assisting with project support to general office requirements as part of a team.



# Employment Opportunity

## Office Coordinator

### Position Responsibilities

*\*Including but not limited to:*

#### General Project and office Administration

- Create and maintain project directories / contact lists.
- Support the Branch Manager, Project Manager, and Workshop Manager as needed.
- Working with the Branch Manager and Project Manager, ensure the proper configuration of Procore for each project.
- Set up and maintain any hard copy filing systems requested by the Project & Branch Manager, while keeping in mind DORA's commitment to choose 'digital' over 'paper' whatever possible and practical.
- Greet and welcome visitors with a warm and professional demeanor, ensuring their needs are met and they feel comfortable in our office environment.
- Manage incoming phone calls, directing them to the appropriate parties and taking messages as needed.
- Assist with scheduling and coordinating meetings in the main boardroom and other meeting rooms, ensuring they are properly set up and tidied after use.
- Support internal staff by helping them locate resources, answering questions, and providing general assistance as needed.
- Maintain a tidy and organized reception area, ensuring it is always presentable and inviting to visitors and staff.
- Ensure prompt distribution of mail (in person or via scanning the documents) and prepare outgoing mail, along with organizing any couriers.
- Order supplies for office & workshop - stationery, kitchen supplies, computer supplies, etc.
- Completing purchase orders and invoicing using Project Management software systems
- Review all incoming invoices against Pos / subcontracts, reconciling for ease of accounting administration.
- Schedule Meetings as requested, take and document meeting minutes.
- Uploading signed documents to Procore.
- Compile monthly supplier/subcontractor invoices for billings.
- Checking mail at post office
- Manage office email address.
- Create and maintain project directories / contact lists.
- Create draft purchase orders for approval.
- Ensure insurance is in place and is kept current for all subcontractors working on projects.
- Prepare Visa reconciliation.

#### Financial Management Support

- Enter approved Contracts into Construction Software.
- Create Letters of Intent and draft Subcontracts for approval
- Manage the Open Change Events log.
- Create draft Invoices (payment applications) and track progress.
- Assist the Project Manager prepare monthly project reports.
- Working with the Senior Project Manager on key administration reports
- Draft client billings



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## Project Management Support

- Ensure the important project emails are centrally saved.
- Manage the Outstanding RFI log.
- Manage the Open Submittals log.
- Document and issue instructions.
- Liaise with the Superintendents to ensure that the Daily logs are completed.
- Ensure that central progress photos are being centrally stored.
- Upload and maintain Specifications, distributing as required.

## Job Requirements

*The ideal candidate will meet the following requirements:*

The following qualifications are just suggested guidelines. Personality, attitude, and personal attributes are most critical to the success of the incumbent in this role.

- 3+ years of previous administrative experience, preferably within a construction environment or similar.
- A post-secondary degree/diploma in business administration, construction management, information management, or a related field.
- Previous experience in Administration and client care.
- Strong attention to detail.
- Positive attitude and ability to work independently or as part of a team.
- Ability to multitask and prioritize duties day to day.
- Basic accounting experience.
- Work history in the construction industry or related industry.

## Skills, Knowledge, and Attributes Required

- Strong communication and interpersonal skills, a customer service focus, and a professional demeanor.
- A strong understanding of MS Office Suite and the ability to learn new technologies quickly.
- Adaptable, with the aptitude to thrive in a dynamic environment with changing needs and priorities.
- Highly organized and detail focused.

## Salary

Negotiable based 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](mailto:bsisco@doraconstruction.com)

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



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