



Employment Opportunity Office Administrator

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 Administrator

Reporting to the Office Manager, the Office Administrator is involved with the completion of all construction project-related activities, as well as providing administrative support to those in pre-award, pre-construction, and post-construction stages. This includes managing all incoming and outgoing information for the projects. Perform other administrative support duties as required to help the company deliver successful projects.



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Position Responsibilities

**Including but not limited to:*

General Project Administration

- Create and maintain project directories / contact lists.
- Working with the Construction Administration Manager and Office Manager, ensure the proper configuration of Construction Software for each project.
- Ensure that all incoming and outgoing project documents are saved digitally within a standard filing system, maintaining version control and creating records of distribution.
- Set up and maintain any hard copy filing systems requested by the Project Manager.
- Upon the completion of a project, ensure that the various systems are reconciled and "closed out".
- Help the Office Manager define and track key project milestones.
- Schedule, document and issue minutes for meetings, as required.
- Draft client billings
- Maintain Labour management software systems

Financial Management Support

- Enter approved Contracts into Construction Software.
- Ensure that the finalized budget is entered in Construction Software
- Review budget on a regular basis with the Office Manager to help ensure accurate cost reporting
- Create draft Purchase Orders for approval
- Create Letters of Intent and draft Subcontracts for approval
- Ensure all insurance is in place and is kept current for all subcontractors working on projects
- Review all incoming invoices against POs / subcontracts, reconciling for ease of accounting administration.
- Create draft Change Orders and track progress
- Manage the Open Change Events log.
- Track billable invoices and create billing records for clients
- Create draft Invoices (payment applications) and track progress
- Assist the Office Manager prepare monthly project reports.
- Working with the Office Manager on key administration reports
- Managing various vendor transactions 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 preferred.



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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

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