

Construction Site Administrator (Job ID: C-SA-202306)

ARISTA HOMES is an established award-winning home builder with over 25 years of building award-winning communities throughout the GTA.

We are currently seeking a full-time Construction Site Administrator to join the A-TEAM at one of our various active construction sites across the GTA.

The A-TEAM is looking for a motivated individual with strong time-management, interpersonal, and organizational skills. You will along-side the on-site Construction and Homecare team, reporting directly to the head-office Construction Manager. As a Site Administrator you will track and organize site documents, equipment rentals, issue and track PO's, health and safety reports and much more. You will work directly with the Site Superintendent to maintain site production and efficiencies through proper scheduling of PDI and inspections, formal and regular communication with trades and Arista site staff, as well as regular builder software (NEWSTAR) data entry and Progress Reports generation.

Primary Responsibilities

- Attend to all daily phone calls, messages & deliveries. Monitor e-mails and relay to Site Supers
- Ensure site maps are available for trades
- Responsible for completing timecards for site employees and sending them to the Head Office
- Request office supplies or hardware supplies as needed from Head Office
- Place various orders throughout day (ie. Stone, equipment rentals, etc.) as needed by Site Supervisors
- Ensure all trades have the proper health & safety forms and reports, including all training and registration. Maintaining updated health and safety manuals and files, including first aid kits.
- Issue, track, & update completion for each trade by lot for Site Supers
- Issue and track all P.O.s issued on site through the site office
- Maintain & update extra books and lot files
- Maintain organization and cleanliness of all digital and hard copy files, and the site office
- Schedule Municipal and Engineering inspections upon Site Super's request
- Prepare paperwork for various trades (if necessary), and as needed for inspections
- Assist Site Supers in daily activities
- Track site production using Progress Report Tracking Sheets and Newstar
- Track and organize all house and garage keys, as well as master keys
- Re-check colours for trades installing tiles, hardwood floors, carpet, etc.
- Track rental equipment
- Track closings and PDI schedules
- Report any stolen or vandalized items as advised by Site Supervisors
- Receive homeowner 24 hour and 48 hour forms (when service department is unavailable) and forward to service department

Requirements and Qualifications

- 2-years' experience in residential low-rise construction
- Grade 12 Education
- Proficient computer skills in Microsoft Office 365 applications. Knowledge in NEWSTAR is an asset.
- Strong written and oral communication skills. Team player. Very good organizational skills.

Additional Application Information

Report to: Construction Manager & Site Supervisor

Interview Process: 2-3 Stage

Interested candidates should forward a Cover Letter and Resume to humanresources@aristahomes.com and include the Subject line as per the noted job title and Job ID.