

## **Project Administrator, The Amazing Brentwood**

### **About SHAPE**

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America. With more than 370 acres in our growing portfolio, SHAPE manages +2.7M sq.ft. of commercial space with +3.5M sq.ft. of commercial and residential space under construction.

### **The Amazing Brentwood: The Best of Vancouver in One Amazing Place**

The Amazing Brentwood is a +\$2B metropolitan centre that will bring the region's best shops, restaurants, art, culture, offices and residences to one 28-acre site. In partnership with HOOPP and LCRE, the real estate company owned by Louis Vuitton Moet Hennessy (LVMH), SHAPE is engaging the world's top brands, architects and creators worldwide to create a complete community that will redefine the region's urban boundaries. As LCRE's 6<sup>th</sup> project globally and 2<sup>nd</sup> in the Americas, The Amazing Brentwood will join an exclusive portfolio with top luxury fashion destinations including Miami Design District and Tokyo's Ginza SIX.

### **Overview**

To succeed in this role, the candidate must be self-motivated, ambitious, organized, and have strong time management and communication skills. We are looking for a candidate who can drive multiple tasks with competing priorities. We strive to provide a collaborative environment where each employee is encouraged to contribute to our processes, discussions, planning and culture.

Reporting to the Manager of Construction Project Controls, the Project Administrator will support the overall operations of the Brentwood site office and act as the liaison between SHAPE's planning, design, construction, and finance teams.

### **Primary Job Responsibilities:**

- Provide general administrative support including managing office supply inventory, mail and courier coordination
- Establish and maintain the project documentation library, including paper and electronic filings
- Manage calendar appointments and resolve scheduling conflicts and issues
- Submit timesheets and expense reports of the project team in a timely manner
- Organize, coordinate and maintain the third party drawing plans including ordering drawings for the project team
- Assist with processing and reviewing Request for Information (RFI) and Change Order documentation
- Prepare Purchase Orders and Contracts
- Review, reconcile, process invoices and circulate for signatures

## SPECTRUM PROJECT SERVICES

---

- Maintain various tracking sheets for informational and budgeting purposes
- Other duties as required

### **Qualifications:**

#### Required Training and Experience:

- 5+ years of previous experience in project administration or similar role
- High levels of competency with Microsoft Word, Adobe and Microsoft Excel
- University or post-secondary education an asset
- Must be legally entitled to work in Canada

#### Required Knowledge, Skills, Abilities:

- Ability to communicate clearly and collaborate with multiple departments; understand and interpret their needs and identify solutions to non-routine queries
- Extremely well organized, disciplined, and able to work well in a busy team environment
- Performs job duties in an accurate, detail-oriented and productive fashion
- Ability to work in a fast paced environment while utilizing multitasking skills
- Possesses strong interpersonal skills
- Takes personal ownership and able to work independently with minimal supervision
- Demonstrates adaptability and flexibility
- Ability to critically think and provide an informed opinion on projects
- Displays service excellence in dealing with internal and external clients and partners

**To apply, please visit our website at <http://shapeproperties.com/careers>**