



Position: Site Operations Assistant

Centura Building Systems is a leading interior and exterior wall and ceiling specialist. Over the last 35 years, we have worked on a wide variety of buildings - commercial buildings, shopping centers, multi-residential hi-rises, schools, hospitals, churches, government buildings, and conference centers across BC, AB and Western US.

Coupled with a team of well-respected Project Managers, Site Superintendents, and tradespeople - we are considered as one of Western Canada's leading commercial construction contractors in our areas of expertise.

We are currently looking for a **Site Operations Assistant** to join our construction team and support the VP Operations in overseeing the construction process and overall construction activities within the established design, budget and scheduling guidelines of the projects.

Responsibilities:

- Support the VP Operations in running the daily activities on sites and helping to make decisions where and when necessary
- Identify areas of improvement and make suggestions that would increase efficiency and production of projects, supporting the financial success of the company
- Support the VP Operations in planning and implementing schedules, determining manpower levels, material quantities, inspections, equipment and requirements are maintained
- Continuous communication in both oral and written form to the GC
- Constant focus on the details so on-site operations run smoothly
- Strong organization skills and able to keep both schedule and budget on track

Qualifications:

- 3-5+ years' experience in Construction Industry
- Project Management experience
- Trade Qualification or Carpentry ticket would be an asset
- Ability to read drawings, and interpret the sequence of work to be done by all trades on a job site
- Ability to prioritize so that the most important matters are attended to quickly
- Driven, self-motivated individual with solid work ethic
- Strong communication skills

This is a growing company with opportunity for advancement and to work with a respected, tenured team.

All interested parties, please submit your application to meghans@niradia.com before March 22 2019. We appreciate any interest in the position, however only the most qualified candidates will be contacted. Thank you.