

# **CONSTRUCTION ADMINISTRATOR/AP CLERK**

## ***Temporary Contract (12 – 14 months)***

### **JOB POSTING**

#### **About TL Housing Solutions**

TL Housing Solutions (“TL”) is an alternative housing provider that seamlessly finds, plans, and executes government-financed projects on behalf of our non-profit partners. With true development expertise, planning and permitting acumen, and strong partnerships (including in-house construction capacity), TL Housing Solutions links the entire process together from beginning to end, ensuring maximum value for all clients, partners, and the community.

Over the past ten years, TL has delivered innovative housing models to a market eager for alternative solutions with a proven, comprehensive system designed to benefit legions, churches, assisted living projects, and more. With more than 2,500 units either complete or in progress, TL Housing Solutions, a sister company to Townline, offers a significant way to give back to our community – and an even better way to look forward.

TL offers ample opportunities for growth and development, a competitive compensation package, a comprehensive health benefits program and an on-site gym/wellness centre. As well, our office is conveniently located right on the Canada Line at Marine Gateway.

This is an exciting opportunity for someone who is looking for experience in the rewarding field of social-purpose housing development and with one of BC's most respected and proven developers.

#### **Role & Responsibilities**

The Construction Administrator/AP Clerk is an integral part of the TLHS Team, reporting directly to the Project Managers who oversee the various projects that TL has on the go.

The duties of the Construction Administrator/AP Clerk may include but are not limited to the following:

- Preparing a Project Folder for each new project from the Master Project Folder
- Drafting trade contract agreements (including scopes of work, payment schedules, etc.,)
- Preparing and tracking all Contract Agreements and Change Orders/Directives for each assigned project and keeping log updated
- Scanning, stamping and filing executed Contract Agreements
- Updating and sending Contact List of Trades to Site.
- Tracking Occupancy Permit documents, filing copies and maintaining binders
- Compiling all project close out documentation including Warranty Certificates, Operation Manuals and As-Built drawings

- Preparing Holdback documents (Notice of Substantial Completion, etc.), tracking holdback timelines on Lien Holdback Release Log and ensuring Accounting is notified of pending release dates
- Answering inquiries from Suppliers and Subcontractors regarding payment status
- Matching invoices to Purchase Order's by using Sitemax and reviewing invoices to trade agreements and price lists, as required; checking for errors
- Monitoring and reviewing subcontracts for billing requirements including WorkSafeBC and Statutory Declarations
- Coordinating biweekly timesheets and ensuring they are correct and complete
- Coordinating with Project Managers and Superintendents for Supplies and IT requirements
- Preparing expense forms and code for reimbursement
- Monitoring and coordinating credit card purchases and receipts from TL staff
- Helping maintain consistency with department and project files and folders; cleaning up or archiving as needed.

#### **Skills and Requirements:**

- Grade twelve (12) education is required with at least two (2) years of work experience as an Office Administrator
- Post-secondary education related to Construction and /or General Office Administration would be an asset.
- Strong written and oral communication skills, with the ability to communicate effectively with all levels of employees and outside parties
- A team player who works well in a collaborative environment
- The ability to handle a substantial workload, multitask, and prioritize in a fast-paced environment
- A creative thinker and effective problem solver
- A strong work ethic, attention to detail and excellent organizational skills
- Proficiency in Microsoft Office (Excel, Word, Powerpoint, Outlook, etc.)
- A self-starter with a keen interest in the Construction industry
- A willingness to ask questions and find solutions

#### **Applications:**

Please submit your cover letter and resume to [careers@townline.ca](mailto:careers@townline.ca). Please use "CONSTRUCTION ADMINISTRATOR/AP CLERK" as your subject line.

To find out more about us, please check out our website at <http://tlhousingsolutions.ca/>

We thank you in advance for applying; however only those short listed will be contacted