
Contract Administrator, Development + Construction

ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood and The City of Lougheed in Metro Vancouver. With more than 370 acres in our growing portfolio, SHAPE manages over 4M sq.ft of commercial space with over 3M sq.ft. of residential space under construction.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment and a complete range of daily services with transit connected. With a thoughtful approach and continuous pursuit of innovation, we think differently to ensure our projects are relevant and dominant for the future of real estate.

ABOUT THE ROLE

The Administrative role will act as a support to various team members in the development, planning + design, and construction departments with many valuable opportunities for learning and growth. We strive to provide a collaborative environment where each employee is encouraged to contribute to our process, discussions, planning and culture. To succeed in the role, the candidate must be self-motivated, ambitious, organized, and have strong time management skills.

Primary Responsibilities

- Draft, coordinate and facilitate the execution of purchase orders, construction contracts and consultant contracts.
- Assist with compiling of the Request for Proposals (RFP's).
- Coordinate and process invoices and progress draw applications.
- Reconciliation of accounts to ensure internal accounting system reflects that of the external vendors/consultants.
- Work closely and communicate effectively with internal finance department to ensure proper financial information is maintained.
- Organization of documentation and file maintenance: responsible for ensuring filing system and records are kept up to date and organized

- Assist with the development and implementation of standardized department practices, identify department needs and improve workflow by creating best practices. Communicate and direct these changes to project teams.
- Provide general administrative support including mail and courier coordination, corporate credit card reconciliation, travel bookings, and organizing team meetings/functions.
- Other tasks as required.

Qualifications

Required Knowledge, Skills, and Abilities

- Strong organizational and communication skills
- Excellent customer service skills, positive attitude, and welcoming disposition
- Highly motivated and driven to execute on team goals and directives
- Ability to drive multiple tasks with competing priorities
- Bring a positive, collaborative, and helpful attitude to the role

Required Training and Experience

- Legally eligible to work in Canada
- Proficient in MS Office (Word, Excel, and PowerPoint)
- 3-5 years of previous experience in a similar role

Working Conditions

SHAPE's corporate office, located in the downtown Vancouver business district, is where the successful candidate may expect a comfortable and collaborative work environment in a modern office setting.

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