



### **About Morningstar Homes:**

Morningstar is an associate of Polygon Homes Ltd., one of the leading homebuilders in British Columbia. Since 1980, Polygon and its associate companies have built more than 30,000 homes of distinction throughout the Lower Mainland. Morningstar is committed to uphold and continue to build on Polygon's solid reputation for quality design, sound construction and customer service.

Morningstar Homes is looking for a full-time **Architectural Services Assistant** to work at our head office in Langley. Reporting to the Architectural Services Manager, the **Architectural Services Assistant** will assist in preparing and producing building permit submission packages and construction drawings as outlined below:

### **Responsibilities:**

- Review drawings for accuracy, prior to distribution to consultants
- Distribute drawings and receive consultant documentation for use in creating building permit submission packages
- Complete building permit application forms and create permit submission packages
- Submit building permit application packages, either electronically or hard copy, per the local City Building Department requirements
- Populate, update, and monitor building permit submission tracking schedule
- Receive/pick-up building permits from local City Building Departments
- Scan and digitally file approved building permit drawings before sending building permit packages and construction drawings to the construction sites
- Assist with drawing revisions and printing as required
- Assist with siting analysis as required
- Provide input and insights on opportunities for improvement in the Architectural Services process
- Other tasks as assigned by the Architectural Services Manager

### **Requirements:**

- You will be proficient in 2D Auto-Cad; 3D rendering is an asset
- You will possess superior skills in Microsoft Office (Outlook, Excel, and Word)
- You are a team player, a self-starter, have a positive attitude and a desire to learn more about new home construction
- You are an effective multi-tasker and keen to work in a dynamic and fast paced environment and can handle deadline pressures with positivity
- You are productive and comfortable with working in both office and remote settings
- You have a reliable form of transportation for local travel between municipal halls and our construction sites, when required

Morningstar Homes offers competitive remuneration and room for advancement, along with a reputable corporate culture as a leader in the industry. Please send your resume and cover letter to [careers@mstarhomes.com](mailto:careers@mstarhomes.com).

We thank all applicants for their interest, but we will only be in touch with shortlisted candidates.