



**Title:** Administrative Assistant, Production (residential construction)

**Location:** One Dr. David Friesen Drive, Winnipeg (Sage Creek)

At Sterling Homes and Broadview Homes, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

### **Job Overview**

Reporting to the Construction Manager, as the **Administrative Assistant, Production** you will provide administrative support for all functions of the production process to ensure efficient flow of information and documentation throughout systems.

Your day-to-day responsibilities will include:

- Creating, adjusting, and reissuing purchase orders for all building materials, suppliers, and vendors.
- Preparing and distributing documentation.
- Researching materials and pricing, and supporting estimating related projects.
- Liaising with internal departments to resolve issues. Promoting best practices and staying current on existing or upcoming projects.
- Performing other administrative tasks such as applying for hydro applications, lot grading, staking, and steel requests in order to release permits.
- Supporting management on other projects or duties as assigned.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

### **Essential Requirements**

- High School Diploma, or equivalent.
- Minimum 1 year of experience in an administrative role related to construction.
- Satisfactory verification of criminal record check.
- Comfortable using office equipment, Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint), and customer relationship management or sales software (NewStar, LotWorks or similar).

### **Preferred Requirements**

- Post-secondary education in Civil Engineering Technology is a bonus.

### **What We Value**

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.

- Taking responsibility for the outcomes of decisions and actions.

### **Work Conditions**

You primarily work in an office setting during regular business hours. Overtime may occasionally be required.

### **About Us**

Sterling Homes, a business unit of Qualico, has been building homes in Western Canada for over 60 years and providing outstanding service to homebuyers in many of Western Canada's finest communities. We are committed to providing the best new home experience possible by providing an unwavering commitment to quality of design, construction and customer service. Sterling Homes operates in Edmonton, Calgary and Winnipeg. To learn more, click [here](#).

Broadview Homes is a business unit of Qualico operating in Calgary and Winnipeg. Broadview Homes has established a reputation for outstanding quality, design, and affordability without compromise. We deliver a positive customer experience through every phase of design, construction and move-in. To learn more, click [here](#).

*Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.*

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

**Closing Date:** September 12, 2024

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