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## JOB POSTING

**Job Title:** Administrative Assistant (Construction)

**Location:** Montreal

**Reports to:** Director of Construction

### SUMMARY:

Under the direction of the Construction Director, the assistant provides administrative support to the Director and Project Manager and acts as a key liaison between the accounting and leasing department to ensure the timely delivery of tenant improvement and construction work.

### PRIMARY RESPONSIBILITIES:

- Responsible for ensuring invoices are processed accurately and timely by verifying coding, entering information into the follow-up cost report and send for approval and payment;
- General administrative support to the Construction Director and Project Manager such as general correspondence (letters, faxes, e-mails), answer/follow up to general requests directed to construction area, maintain contact database, plan trips;
- Provide support to construction group on various construction projects;
- Responsible for the preparation of cheque requests for construction related projects;
- Liaise with contractors, trades and other external groups;
- Make sure that insurance certificates are issued for construction made by tenant's contractors and/or tenants
- Prepare and send for approval funds requisition form;
- Follow-up on invoicing with suppliers;
- Manage construction bank account in collaboration with project team;
- Update costs follow-up system on excel file;
- Preparation of construction status reports (Excel);
- Follow-up on project status
- Other responsibilities as required

### KNOWLEDGE, EXPERIENCE & SKILLS:

Post secondary education in Administration or related area with at least 3 years of administrative experience in a construction-related environment is required.

### Specific Skills:

- Proficient in MS Office (Word, Outlook, Excel)
- Excellent organizational skills
- Ability to prioritize and multitask in a fast paced environment
- Excellent attention to detail
- Excellent bilingual communication skills

Excellent compensation commensurate with experience and full benefit package.

Please apply to [human.resources@firstcapitalrealty.ca](mailto:human.resources@firstcapitalrealty.ca)