



Title: Construction Administrator

Location: Edmonton Regional Office, 3203 93rd Street NW

At Pacesetter 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 **Construction Administrator** you are responsible for providing administrative support to all functions of the multi-family construction process.

Your day-to-day responsibilities will include:

- Preparing and distributing correspondence, reports, spreadsheets and other documentation.
- Organizing and maintaining records and filing systems.
- Scheduling appointments, arranging travel and maintaining calendars.
- Entering project information into database.
- Handling relations with customers, suppliers, or others with tact and professionalism.

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.
- College diploma in Office Administration or equivalent training and experience.
- Satisfactory verification of criminal record check.
- Comfortable using office equipment and Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).

What We Value

- Creating trusting and successful working relationships.
- Taking responsibility for the outcome of decisions and actions.
- Cooperating with team members in a supportive and respectful manner.
- Setting clear, measurable and achievable goals.
- Staying current with technical job skills.

Work Conditions

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

About Us

Pacesetter Homes is a single-family business unit of Qualico with over 65 years of building experience. Pacesetter Homes offers award winning home plans, interior design items, and finishing packages that personalize each new home we build. Pacesetter Homes operates in Western Canada, Dallas, Texas and Austin, Texas. 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 reasons to come to work every day.

Closing Date: November 21, 2024

[Apply Here](#)