



**Title:** Clerk of Works, (Multi-Family)

**Location:** 13890 104 Ave #1, Surrey, BC V3T 1W9

At StreetSide Developments, 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 Director, Construction, as the **Clerk of Works** you support both the concrete high-rise site and project teams with day-to-day operations and administrative tasks.

Your day-to-day responsibilities will include:

- Maintaining logs for RFIs, shop drawings, submittals, and procurement.
- Collecting, reviewing, and coding invoices for processing.
- Creating and maintaining data reports and documentation.
- Assisting with permit applications and renewals.
- Proofreading and editing project documents for accuracy and clarity.
- Providing day-to-day support to the site and project teams.

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**

- Diploma or Certificate in Administration Management, Architectural and Building Technology (ABT) program, or equivalent experience.
- Minimum 1 year of administrative or project support experience related to concrete high rises.
- Excellent customer service skills.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, SharePoint, Teams and PowerPoint) Adobe and Bluebeam or similar.

### **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.
- Taking responsibility for the outcomes of decisions and actions.
- Staying current with technical job skills.

### **Working Conditions**

You primarily work onsite in an office setting during regular business hours. Occasional travel to the regional office is required. Overtime may occasionally be required.

### **About Us**

StreetSide Developments is the multi-family division of Qualico and has developed apartment style, town home style, detached houses and luxury condominiums throughout Western Canada with projects

ranging from innovative urban development to historic retrofits. StreetSide Developments operates in Winnipeg, Edmonton, Calgary and Vancouver. 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:** June 17, 2025

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