



Title: Administrative Assistant

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

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 Senior Project Manager, as the **Administrative Assistant** you will provide administrative support to all functions of the multi-family construction process.

Your day-to-day responsibilities will include:

- Creating purchase orders for building materials, suppliers, and vendors.
- Implementing and tracking change orders and organizing, updating and maintaining accurate files for a variety of projects.
- Preparing a variety of applications including building permits, Hydro and Insurance applications and warranty program enrollment.
- Compiling and distributing project information to the Sales department and preparing homeowner move-in packages and Property Manager turn-over information.
- Maintaining accurate and up to date project documentation for projects including trade lists, specifications, reports, deposit tracking and certifications.
- Entering project information into the database.
- Interacting 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.
- Minimum 1 year of experience in an Administrative role.
- Satisfactory verification of criminal record check.
- Comfortable using office equipment, Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).

Preferred Qualifications

- Diploma or certificate in Office Administration is preferred.
- Previous experience related to construction is preferred.

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

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 reason to come to work every day.

Closing Date: November 18, 2025

[Apply Here](#)