

Full Job Description

Construction Site Clerk

ANDRIN Homes is seeking a Construction Site Clerk to work at its 600 Lot Master Planned Hillsborough Community in East Gwillimbury, 5 minutes north of Newmarket.

Principally, the role of the Site Clerk is to support the Construction Site Staff with administrative duties, frame walk-throughs and site documentation.

Responsibilities Include:

- Assist the Site Superintendents with the Day to Day Activities of an Active Construction Site
- Prepare and Maintain Communications and Documentation with Construction Subtrades
- Obtain, Organize & Maintain Construction Documents on a Lot by Lot Basis
- Timely Placement of Orders to Maintain Inventory of Required Site Materials
- Maintain familiarity with WHMIS and WSIB and Responsibilities and Duties
- Conduct Customer Frame Walk-Throughs
- Assist in Coordinating Municipal Inspections
- Maintain the Confidentiality of Corporate Information, Policies and Procedures;
- Uphold and Adhere to Corporate Policies to Ensure a Clean and Safe Workplace
- Order and Maintain Office Supplies

Key Competencies:

- Proficient with MS Office Applications, Working in Dropbox
- Able to Multi-Task and Work Under Pressure within Time Constraints
- Possesses Strong Written and Verbal Communication Skills.

Qualifications:

- Previous Experience as a Site Clerk For Low Rise Residential Construction Industry
- Must Have a Very Good Understanding of Low-Rise Construction Terminology
- Post-Secondary Diploma in Construction Related Field or Equivalent Experience

ANDRIN Homes offers a competitive compensation package and the opportunity to work with a dynamic and growing industry leader with over 25 years of community building experience in the GTA.

Please forward your resume and cover letter to sales@andrinhomes.com. We thank all applicants for considering ANDRIN Homes, however only those individuals selected for an interview will be contacted. To find out more about us, please feel free to visit us online at www.andrinhomes.com