

## **Construction Management Assistant, Options & Upgrades**

### Full Job Description

ANDRIN Homes is seeking a Construction Management Assistant, Options & Upgrades to work at its Head Office in North York. Principally, the role of this position is to support the Sales & Marketing and Construction Teams to offer a first-class experience for our Purchasers as they personalize their New Andrin Home.

#### Responsibilities Include:

- Careful Analysis of Drawings and Specifications
- Provision of Clear and Detailed Quantity Take-offs and Option and Upgrade Specifications
- Organize Subcontractor Quotations as per Scheduled Deadlines
- Maintain the Options and Upgrades Product Library & Documentation
- Review Pricing and Options & Upgrades Invoicing
- Provide Custom Options Costing in a Timely Manner to Support Sales

#### Key Competencies:

- Proficient with Microsoft Office Applications, Working in Dropbox
- Familiarity Newstar Enterprice and Newstar Sales is REQUIRED. This will be a Tested Skill Set.
- Experience with Newstar Design Centre Manager is an Asset.
- Preparation and Maintenance of Option & Upgrade Product
- Able to Multi-Task and Work Under Pressure and within Time Constraints
- Possesses Strong Written and Verbal Communication Skills.
- Ability to Work in a Fast-Paced Environment with Variable Working Hours to Meet Deadlines.
- Must Enjoy Various Challenges within a Multi-Tasked Position from Sales through to the Completion of a Building Project.

#### Qualifications:

- Post-Secondary Diploma in a Construction Related Field or Equivalent Experience in a Work Environment .

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](mailto: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](http://www.andrinhomes.com)