

POSITION PROFILE

Position Title	Construction Administrator
Team	Eastern Region
Position Location	30 Adelaide Street East
Reports to	Heidi Schumacher
Date	February, 2012

ABOUT US – DUNDEE REALTY MANAGEMENT CORP.

Dundee is an exceptionally dynamic and entrepreneurial organization. We seek out the best in everything we do. Our team is knowledgeable, diligent and dedicated and we share a real passion for our business and the desire to excel. Dundee is grounded in core organizational values including integrity, respect, fairness, transparency and accountability.

Our employees are our greatest asset and we are committed to providing a dynamic and rewarding environment in which our employees can thrive, including: promoting teamwork, communication, creativity and productivity; rewarding employees with professional and personal growth; encouraging continuous learning opportunities; providing competitive recognition and rewards programs; and, supporting a culture that values and respects employees and their ideas.

ROLE

Dundee is looking to hire a Construction Administrator to provide administrative support to the Construction Team responsible for the following:

- Routine management of the procurement process subsequent to the initiation of purchase orders through to A/P posting. This encompasses: the coding of invoices, matching of invoices with purchase orders & review of open purchase orders, responding to supplier inquiries.
- Jobs (JCBU) opening and closing as well as ensuring project cost summaries are current and accurate
- Monitoring major project progress billings to ensure proper holdbacks and management fees are processed
- Monthly billing of management fees
- Schedule monthly Job closure review meetings/progress/management fee billings
- JDE reports
- Assist with Budget input for G&A (230) – expenses & revenue
- Review of monthly variance analysis of G&A account
- Billing and monitoring of tenant recoveries as required
- Assisting with other administrative duties and special projects as assigned
- Expense reports for dept management staff
- Assist with the implementation of Job project files to include tracking and filing of pre and post construction documentation

SKILLS

- **Strong people skills.** A team player with a proven ability to build relationships at all levels of an organization.
- **Strong communication skills.** Demonstrated in written and verbal reports, presentations, and meeting facilitation.
- **Responsiveness.** Ability to anticipate needs and commit to respond in agreed time frames.
- **Innovator.** Proven ability to identify, evaluate and develop new ideas and support with results.
- **Deliver on commitments.** Ability to set clear objectives and deliverable goals.

QUALIFICATIONS

- Minimum 3 years of related work experience
- Experience with construction documentation is an asset
- Intermediate to advance knowledge in Microsoft Excel and Word
- Basic accounting knowledge
- Experience with JD Edwards an asset