



The Tricar Group is an award-winning developer leading the way in Southwestern Ontario as the premiere high-rise builder. We are passionate about our company, our work and our commitment to delivering outstanding condominium homes and rental apartments while delivering the highest level of customer service.

We are currently looking for a
Administrative Assistant – Construction Division
London, ON
to join our growing team!

The Tricar Group is looking for a dynamic individual to join the Construction & Development team and help organize, grow, and manage the administrative operations of the department. This is a very exciting opportunity for an enthusiastic, positive, and high energy individual who wants to be part of our growing team.

The Responsibilities Include:

- Provide general administrative, coordination and clerical support to the Director of Construction & Development, including scheduling, contacts management, meeting and travel arrangements
- Organize and manage the administrative operations for the department, including: filing, managing computer and information management systems; databases; document and resource libraries
- Support Project Managers with the engineering process; civil, landscaping, and utility drawing approval process as well as other general administrative duties as needed to ensure smooth daily operations of the division
- Undertake market research projects, as directed
- Maintain budget documents; Run quarterly and annual reports from accounting software, export/modify in Excel; Organize hard copy budget files into binders; Data entry and manipulation of budget numbers into a summary sheet for review
- Utilizing Accounting software, create Purchase Orders and Purchase Order Change Orders
- Support management in obtaining municipal approvals; draft plans, zoning, site plans, registrations, etc.
- Coordinate and work well with multi-disciplined consultant teams in producing approvals
- Support land acquisition and provide due diligence support
- Maintain appropriate records of approvals, engineering plans, permits etc. for each project
- Stay current on industry and municipal standards
- Maintain positive relationships with Contractors, Municipalities, Agencies and Consultants

Skills & Qualifications:

- Post Secondary Program preferred or relevant experience
- 5 years years experience in construction / real estate development / legal administration
- Strong communication skills – both written and verbal, including excellent inter-personal, telephone and minute taking skills
- Exceptional organizational skills and experience in setting up organizational systems
- Proven ability to both multi-task, prioritize and work effectively while under pressure in a fast-paced, ever-changing, and unpredictable environment

- Positive “can-do” attitude to unexpected changes and challenges, and excellent ability to anticipate (and plan for) unscheduled events
- Detail oriented with ability to check documents for accuracy, communicate detailed changes and ensure corrections are made
- Intuitive ability to analyze and problem solve
- High degree of maturity, professionalism, sensitivity, and discretion in handling and maintaining confidentiality of strategic and private information
- Enthusiastic, friendly, and high energy with demonstrated client-service orientation
- Receptive to constructive feedback and dialogue, and not afraid to ask questions and/or take initiative
- Self-motivated with ability to work well in a team and independently
- Ability to establish credibility, trust and build relationships with people at all levels of the organization
- Ability and willingness to learn and grow professionally
- Excellent computer skills with extensive knowledge of Word, Excel, PowerPoint, and Outlook
- Experience with Sage accounting software would be an asset
- While not required, the ability to read construction drawings and use AutoCAD would be an asset

You will work with an award winning, reputable company in a positive team environment and have the opportunity to forge a very rewarding and long-term career.

We thank all applicants in advance for their interest. Those who meet the above requirements will be contacted for an interview.

Applicants are asked to submit a resume and cover letter to lpepe@tricar.com