

RNC**Employment Service**

905-727-3777

Aurora

222 Wellington Street East, Main Floor

Job Title**Construction Admin Support****Job # 2018-12-009****NOC / NAICS**

1241 / 236110

Date

December 12, 2018

LocationYork Region
(**Newmarket:** Bayview / Mulock)**Wages**

Based on experience

Experience (Yrs.) 0-1 1-3 3-5 5+**Hours/Week**

Approx. 20 hours

Employment Type Perm Temp Seasonal
 FT PT**Schedule Availability**

2-3 days per week

Benefits Available After Probation Period No Yes:**Workplace / Physical Requirements**

n/a

Company

Join one of Toronto's leading renovation specialists providing a full spectrum of services, including kitchens, bathrooms, Toronto whole house renovations, and basement finishing for over 20 years.

Position Summary / Candidate Profile

A home-office opportunity working for a home renovations company based in Newmarket. This role is responsible for providing administrative support and an ideal candidate is someone who works independently and is detail oriented.

Job Duties

- Provide administrative and organizational support to ensure projects run smoothly
- Assist with preparing documents such as quotes, invoices, purchase orders etc.
- Handle telephone calls, emails ensuring prompt and timely responses
- Assist with managing suppliers, materials orders etc.
- Bookkeeping tasks using QuickBooks online
- Scan documents

Requirements / Candidate Profile

- Previous administrative and/or construction industry experience
- Must be able to work independently
- Strong computer skills including Microsoft Office, QuickBooks Online
- Working knowledge of Construction Project Management software
- Strong communication skills
- Ability to follow procedures
- NOTE: Male candidates preferred as you will be working in a private home office some of the time

How to apply

To apply please submit resume to HRQR@rncces.ca for pre-screening and consideration.

Include a note indicating why you are a good fit for this position.

Disclaimer

RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.