
Job Description

Position Title: Site Office Manager – Centerm

Department: Administration

Last Updated: January 2020

Position Overview

The Site Office Manager is the first point of contact at the Centerm Expansion and South Shore Access Project construction site office located in downtown Vancouver. This position is responsible for providing a wide range of professional office support services including managing reception and correspondence, coordinating meeting bookings, ordering office supplies and coordinating courier and mail deliveries.

Responsibilities and Primary Tasks

- Manages front desk and reception with a service-driven, outgoing and friendly disposition to create the ideal first impression for all visitors
 - Manages general office correspondence including greeting and directing guests with professionalism, monitoring phone calls, emails, complaints and queries
 - Coordinates meetings and events for joint venture project team of fifty (50) employees; attends meetings and records and distributes accurate minutes
 - Manages project team schedules, calendars and appointments, prepares expense reports
 - Organizes office operations and procedures, manages correspondence and filing systems, monitors clerical functions
 - Organizes and tracks project documentation, creates reports and presentations and keeps databases and spreadsheets current
 - Coordinates employee security cards and site access
 - Prepares and edits letters, presentations and ad hoc reports as required
 - Coordinates with IT department to manage and troubleshoot all office equipment
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Reporting Relationships

The Office Manager reports to the Project Director.

Minimum Qualifications

- High school diploma, GED or equivalent
- Three (3) years of Office Management experience in construction, engineering or a closely related industry
- Proficient with MS Suite, PowerPoint and Word

- Demonstrates working knowledge of construction documentation and project administration
- Proven track record of reliability, accountability and strong relationship-building skills with employees of all levels
- Demonstrates strong IT and problem-solving skills
- Must be legally eligible to work for any employer in Canada

Preferred Qualifications

- Experience as a Site Office Manager in construction, engineering or a related industry preferred
- Experience working in a joint venture environment strongly preferred
- Experience preparing bid packages, bid reports and submittal packages preferred
- Experience with vendor billing and accounting/bookkeeping duties preferred
- Experience with construction project administration and document control preferred

Work Environment

The Site Office Manager works at the Centerm Project site office compound and may be occasionally required to travel to off-site locations for meetings and related business functions.