

JOB DESCRIPTION | ADMINISTRATIVE COORDINATOR

Job summary

Reporting directly to the President, the Administrative Coordinator is responsible for administrative processes that support efficient employee and client relations in alignment with Farmer Construction's core values. Primary responsibilities include contract administration, recruitment, marketing and business development, insurance administration, and office management.

Key Responsibilities

- Insurance administration
- Marketing and business development activities
- Office management
- Employee recruitment

General duties by function:

Operations Administration

- Prepare and distribute statutory declarations, monthly
- CDP/RDP package preparation for distribution to project teams
- Create, edit and distribute prime contracts, subcontracts and owner to subtrade contracts
- Submit Notice of Project (NOP) to WorkSafeBC and distribute
- Create, review and distribute process documents
- Maintain organization of internal server
- Manage directory of Procore software

Recruitment

- Post job vacancies on respective job boards, review job descriptions, store and distribute
- Screen candidates and set up interviews, when necessary
- Update job descriptions, as necessary
- Coordinate recruitment initiatives, career fairs, relevant programs, applications related to recruitment

Marketing & Business Development

- Promote Farmer brand at all times; be an ambassador for the company in and outside of work
- Coordinate, draft, submit, print and distribute quarterly newsletter to site staff
- Maintain social media presence and manage marketing strategy
- Develop, coordinate and implement marketing initiatives
- Manage content deadlines, undertake research and follow through as required to support proposal submissions

- Coordinate branding initiatives and ensure compliance
- Coordinate applications for awards
- Update website, when required
- Coordinate networking events, engage and register staff for functions
- Coordinate the maintenance of the marketing library i.e. project images, project sheets, resumes, head shots, etc.

Insurance Administration

- Act as point of contact for insurance requirements
- Manage insurance documentation for subtrades, ensuring policies are adequate and active
- Request insurance at bidding stage and coordinate with Estimators
- Coordinate with Project Managers for job specific commercial policies
- Renew commercial insurance policies for internal purposes

Office Management

- Coordinate office purchases
- Record and track vacation approvals
- Coordinate onboarding and offboarding activities
- Complete Employee Security Clearances – acting as Alternate Company Security Officer
- Maintain hockey ticket list & distribution
- Coordinate with Construction Safety Officer to for safety policies in office
- Coordinate courier services, boardroom bookings, and general reception duties
- Coordinate annual events: Golf tournament, Christmas banquet
- Hear and resolve complaints from public, customers and staff or redirect to appropriate parties
- Coordinate building maintenance
- Modify, maintain and distribute staff directories, monthly
- Modify and maintain Access database, monthly

Qualifications

Education & Experience Requirements

- 5+ years progressive experience in administration
- Criminal record check, credit check and personal character check, as required by the Department of National Defense
- Graphic design experience, an asset but not required
- Commercial insurance experience, an asset but not required
- Professional experience in the construction industry, an asset

Technical and Interpersonal Requirements

- Advanced computer skills (including MS Office Suite, Adobe InDesign, WordPress and Adobe Acrobat Pro), experience with database management, web editing and social media



- Excellent interpersonal skills, as well as a high level of diplomacy, tact, and judgment necessary when dealing with sensitive situations
- Exceptional written and oral communication skills; demonstrated experience in drafting various forms of business correspondence
- Superb organizational and time management skills; demonstrated ability in setting priorities, competent self-starter, ability to work in a dynamic, evolving environment
- Ability to build and maintain relationships with colleagues and external business relations
- Effective at creative problem solving and presenting alternate solutions