



## Contracts Administrator

**DECO Homes**, the TACC Group of companies' newest Home Builder, is looking for a **Contracts Administrator** to assist our low-rise Contracts Manager.

### Responsibilities include:

- Assistance in overseeing and managing the contracts and tendering process on a number of residential construction projects throughout the GTA, from drawing development, through to post-turnover customer care, while working closely with senior management.
- Everything from assistance with design development, contract tendering, permitting, budgets, assistance with the management of the project schedule and budget, and deficiency resolutions.
- Assistance in the development and implementation of best practices and procedures with respect to the construction of projects.
- To be well educated in all drawings and specifications for the project and review for design inconsistencies and conflicts
- Attend project meetings with consultants, construction trades, site team etc.
- Data entry of contracts and upgrades into our Newstar system software.
- Pricing options for our Sales team and upgrades for our Décor Studio.
- Assistance in the maintenance of the scopes of work and drawings libraries.

### Job Requirements:

- Minimum of 3 years work experience with a low rise residential homebuilder.
- Capability of managing large projects and multiple projects at one time (requires flexibility to work weekends as required).
- Read and understand architectural, engineering, construction and shop drawings and have a thorough understanding of the engineering and architectural design process.
- Excellent project administration and management skills.
- Strong computer literacy including use of email software, Microsoft Office products. Newstar software system (encouraged), you will be trained to use this software if hired.
- Knowledge of the Ontario building codes (part 9) and regulations.
- Highly articulate and well-presented leader, who is comfortable dealing with all levels of industry professionals and stakeholders, such as municipal officials, consultants, trades, suppliers, peers, senior leadership etc.
- Driver's license is a must

Compensation for this role will be competitive and commensurate with experience. If you meet the requirements, please email your resume and references to [info@decohomes.ca](mailto:info@decohomes.ca).