



For over 20 years BLT has been providing construction and design build services in the retail, restaurant and hospitality sector and have built a reputation as being a leader in these sectors. We take pride in our long history of delivering successful projects, strong relationships with high performing vendors, executing some award winning projects in partnership with our clients and consultants. We operate offices in Toronto, Vancouver and now have plans of opening an office in eastern Canada.

At BLT our culture is built around our people. We believe in creating an environment where individuals are motivated and empowered to develop into leaders. We are constantly on the look out for individuals who are curious, willing to learn, be mentored and bring a variety of skills and knowledge from diverse backgrounds. We provide our people a disciplined professional development and training program with the goal of developing leaders that will represent our brand with pride. This is what sets us apart from our competition.

If you are looking for an exciting career, working with the best team members, leaders, consultants and most innovative clients in the industry – BLT is the company for you. We have a number of openings in the Toronto and Vancouver market. We are looking for bright professional individuals who are not afraid of being the face of BLT with clients, executing some of the most challenging projects from the retail, restaurant and hospitality sectors.

Position Title: CONTRACTS ADMINISTRATOR

Position Reports To: Chief Financial Officer

Duties: Coordinate all aspects of Contract Administration for BLT projects acting as both Construction Manager and General Contractor.

Competencies: Strong communication skills and the ability to communicate effectively with employees at all levels of the organization. Ability to work in and support a strong team concept but have the ability and insight to work independently. Be “Results oriented”. Present oneself as professional, innovative, creative, and a self-starter. Foster a positive and professional work environment both onsite and in the office with trades and co-workers. Manage projects profitably as it relates to BLT’s bottom line. Be creative and ensure BLT’s profitability is maximized.

Primary Functions, Responsibilities and Duties:

- Executing Prime & SubContracts
- Filling out costs, contact, scope details, amongst others
- Completing and attaching contract Appendices/Supplemental documents
- Input of Contract related data into our financial system
- Issuing Purchase Order(s) and Change Order(s)
- Requesting and retrieving all required start-up documents
- Be intimately familiar and up-to-date with the Lien Act and Canadian Construction Contract Law, as well as the upcoming changes to the Act
- Project Close Out Documents : Request, file, distribute all documents required at the end of the project. The items generally are but not limited to: As-Builts, Warranty Letters, Statutory Declarations, Maintenance & Care Manuals, Final Reports & Certificates
- All administrative duties required for above, such as but not limited to:
- Printing, arranging for couriers, scanning, copying, assembling and filing of documents, office supplies management, arrange for disposal of shredded sensitive material, etc.
- Follow-up with different parties to ensure timeliness of required items
- phone calls, email correspondences
- Any other reasonable requests made by the project management or senior leadership team.