

Position Summary

Location:	Vancouver, British Columbia, Canada
Position Type:	Permanent Full-Time
Reports To:	Chief Financial Officer

General Description

This role is responsible for the coordination of all aspects of Contract Administration and Accounting Support for BLT projects acting as both Construction Manager and General Contractor.

Roles and Responsibilities

Primary Functions, Responsibilities, and Duties

- Strong communication skills and the ability to communicate effectively with employees at all levels of the organization
 - Writes clearly and informatively
 - Edits work for spelling and grammar
 - Varies writing style to meet needs
 - Able to read and interpret written information
 - Listens and gets clarification
 - Responds well to questions.
 - Facilitates process and procedure in the best interests of the company
 - Identifies and resolves problems in a timely manner
 - Gathers and analyzes information skillfully
 - Follows instructions, responds to management direction
 - Commits to additional hours of work when necessary to reach goals
- Ability to work in and support a strong team concept but have the ability and insight to work independently
 - Present oneself as professional, innovative, creative
 - Balances team and individual responsibilities
 - Focuses on solving conflict, not blaming
 - Maintains confidentiality
 - Accepts responsibility for own actions
 - Must be able to be productive in an open office environment
- Be “results oriented”
 - Takes independent actions and calculated risks
 - Asks for and offers help when needed.
 - Follows through on commitments
 - Looks for ways to improve and promote quality

- Demonstrates strong analytical, organizational, and time management skills
 - Synthesizes complex or diverse information
 - Collects and researches data
 - Demonstrates attention to detail, accuracy and thoroughness
- Construction experience is required
- Completion of a Paralegal Certificate or Legal Administrative Assistant Certificate is preferred
- Knowledge of legal terminology
- Good grasp of project budgets, accounts payable, accounts receivable process
- Maintain a good working knowledge of trade unions, their agreements and stipulations
- Must have working knowledge of internet software and all Microsoft Office software; Sage and ProCore experience is a benefit

Role Specific Responsibilities

- Assist the team with the following but not limited to:
 - 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
 - ie. Form 1000, WSIB, Certificates of Insurance, Safety Certificates, Health & Safety Policy acceptances, Competent Site Supervisor forms, etc.
 - 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
 - Keep up to date documents for important dates related to the above
 - Request and retrieve all items requested for above based on key dates, ensuring that all requirements are met by all parties involved
 - Arrange and coordinate Client-Contractor-SubContractor- Arbitrator involvement as required
 - Possess a strong understanding of construction budgets and how it relates to Contracts, progress draws and claims
 - Draft official letters and notices to various parties to ensure compliance to the Act's requirements
 - Assist the Paralegal and BLT Team to prepare, review and distribute documents relating to Contract issues/disputes, etc.
 - Project Close Out
 - Verify that all project close out documents from SubContractors are received and are in good order. The items generally are but not limited to:
 - As-Builts
 - Warranty Letters
 - Statutory Declarations
 - Maintenance & Care Manuals

- Final Reports & Certificates
- Saving documents on digital format
- Contact List(s)
- Print project cost reports and review that all SubContracts in our system are up-to-date with invoicing and payments, and vice versa. Ensure that our system is up to date through entering missing costs, requesting missing invoicing/ documents, etc. as required to financially close-out the project.
- Establish and maintain a chart to keep track of project substantial completion dates and their milestones from that point to the completion of the warranty period. Send notices to associated project members throughout this process and provide documentation.
- Ensure all documents are received and accounting system are aligned and up to date to coordinate the release of hold back payments to each SubContractor/ Supplier, etc.
- Responsible for the cost verification of credit card payments and assistance with credit card purchases.
- Accounting support
 - Reviewing contract billing and assisting with contract reconciliation
 - Assisting Accounts Payable, entering invoices
 - Assisting Accounts Receivable, entering information such as costs and/or time for labour provided, disbursements, general conditions
- 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.
- As this is a new Position within B.L.T. the opportunity to evolve this position's roles and responsibilities will entail an open mind, flexibility to adapt, and take on additional tasks that may be as of yet undefined but requested and/or required.