

Sorbara is looking for an Operations Analyst to join our growing team!

About Sorbara Group of Companies:

Over 80 years, we've become an established real estate, planning, development, construction, investment, and management firm that's known for delivering well-designed spaces in the communities where people live, work and play. This has positioned us for continued success by giving us firsthand experience with changes in the market and the expertise to adapt with agility. As we look toward the future, we embrace opportunities to innovate and further strengthen our legacy.

As a respected, family-run company with 80 years of experience, we're always looking for exceptional people who share our commitment to quality, integrity and innovation. Take your career to the next level by joining our growing team!

The Position:

Reporting to the Analytics Manager, the Operations Analyst is a full-time position located at our office in Vaughan, Ontario working with the Newstar ERP.

The following is a list of the responsibilities of the Operations Analyst:

- Assist in preparation and coordination of Lot setups, Lot Schedules and baseline schedule updates in Newstar for each project in a timely manner.
- Assist in preparation and tracking of Construction Schedule Reports.
- Assist in uploading cost data to Newstar for construction releases.
- Support on Newstar Vendor Link queries from trade partners, as needed.
- Population of new home models and associated options as well as creation and maintenance of the Product Library within the Newstar ERP.
- Costing of global and model specific products as well as retail price setting.
- Maintenance of parts, bid rates, craft information and associated contract payment draws, etc. in Newstar ERP.
- Purchase order and contract administration, as required.
- Improve processes, educate team members and troubleshoot issues to resolve problems with the use of available technologies.
- Participation in the development of custom reporting tools and automation opportunities.
- Vendor portal setups, maintenance and correspondence with trades.
- Document manager update and maintenance – Digitizing of documents and files for access to trades and site staff.
- Other duties within the scope, spirit and purpose of the job, as requested by management.

Specialized Skills, Knowledge and Abilities:

- Microsoft Office (Word, Intermediate Excel and Outlook) – experience with MS Access or SQL is an asset.
- Experience with Newstar ERP.
- Understands the concept of Project Management, specifically in the area of construction scheduling.
- Energetic, creative problem solver with outstanding oral and written communication skills.

- Ability to work independently and as part of a team.
- Detail-oriented, organized self-starter with the capacity to identify new business opportunities and the analytical ability to create plans and realize them.
- Ability to manage multiple projects and objectives effectively and in a timely manner while maintaining accuracy and efficiency.

What We Offer:

Sorbara offers employees competitive compensation plans and benefits coverage, as well as wellness and mental health resources including an Employee Assistance Program, Telemedicine and Mental Health Navigator to support the mental and physical well-being of our employees.

How to Apply:

To apply, please send your resume and cover letter to ewoods@sorbara.com referencing the Operations Analyst position. We appreciate your interest in the position, however only candidates that are selected for an interview will be contacted.

The Sorbara Group of Companies welcomes diversity in the workplace and, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Sorbara is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the recruitment process, Human Resources, and/or the Hiring Manager will work with applicants requesting accommodation.