

Sorbara is looking for a Site Administrator to join our growing team!

**About Sorbara Group of Companies:**

The Sorbara Group of Companies is a pioneering force in Ontario's real estate industry. Having operated commercial, industrial, office and retail properties, managed residential rentals and built high-rise and low-rise communities for several decades, we have witnessed firsthand key changes in the Greater Toronto Area real estate market. This unparalleled wealth of experience has allowed us to develop long-lasting relationships with our partners, stakeholders, homeowners, tenants and employees.

With over 80 years of experience in our industry, Sorbara Group of Companies has built a thriving integrated real estate, planning, development, construction, investment and management firm and we are looking to add another member to our ever-growing team.

**The Position:**

Reporting to the Site Supervisor and Director of External Operations, the Site Administrator is a full-time position in Fergus, Ontario working as an integral part of the residential construction site team. The following is a list of the major responsibilities of the position:

- Assist Site Supervisor(s) with all aspects of new home construction on site;
- Assist in the preparation of the project schedule;
- Assist in the preparation of on-site purchase orders and completion forms;
- Review all upgrades, extras, change orders and colour charts for errors or omissions;
- Contact, schedule and coordinate subcontractors, suppliers and utilities;
- Prepare all site purchase orders and completions with direction from Site Supervisor(s) (Newstar);
- Prepare all production updates with direction from Site Supervisor(s);
- Coordinate required municipal inspections with Site Supervisor(s);
- Prepare and expedite project deficiency lists;
- Input PDI deficiencies in after sales service software (Newstar);
- Organize and maintain site office filing system; and
- Such other duties as the Company may assign to the Employee from time to time.

**Qualifications:**

- 2 years of administrative experience in the residential construction industry;
- Highly organized and detail-oriented individual with the ability to work in a fast paced, high-volume environment;
- Excellent communication and interpersonal skills, both oral and written, with a high standard of professionalism;
- Exceptional time management skills and ability to problem solve effectively and efficiently;
- Ability to work both independently with minimal supervision and as an integral part of a team;
- Proficient with MS Office;
- Experience with Newstar considered an asset.

**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:**

Interested? We'd love to see your application! Please send your resume and cover letter to [ewoods@sorbara.com](mailto:ewoods@sorbara.com) referencing the Site Administrator 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.