



The **Construction Administrator** ensures that accurate information flows quickly from clients to appropriate personnel and vice versa. In administering our contracts, they monitor and track operations and procedures to ensure organizational effectiveness and efficiency. This team member works closely with multiple departments and must be skilled at multi-tasking and responding to shifting priorities. They must also be skilled at providing exceptional customer service.

About You

- Are you extremely detailed and highly skilled at process management?
- When communicating, are you direct, factual, and full of data?
- Do you thrive in a fast-paced environment – just love to stay busy?

About the Job

- Ensure accurate information flows quickly from clients to appropriate personnel and vice versa.
- Administer contracts for the Landscaping and Excavation Departments (data entry, job costing, billing, scheduling)
- Monitor and follow-up to ensure all service and quality issues are rectified efficiently and effectively.
- Obtain and distribute permits and line locates.
- Administer the fuel system employee access process.
- Provide detailed reports of crew efficiency breakdowns, invoices, purchase orders, and operational reports as needed.

About your qualifications:

- Exceptional organizational and time-management skills.
- Willingness to learn and the ability to adapt.
- Ability to be resourceful and proactive when issues arise.
- Team player with strong interpersonal skills.
- Strong computer skills, including the Microsoft Office Suite and QuickBooks, and the ability to quickly learn industry software.
- Post-secondary education in accounting, business administration or related field is an asset.

About the position:

- This opportunity is for a full-time (37.5 to 40 hours per week) office position for a term of approximately 1 year.
- Remuneration will be based upon relevant experience and qualifications.

Alternative Landscaping Ltd. is a local, family-run company that has been creating award-winning outdoor landscapes for more than two decades. We complete commercial and residential projects in landscaping, excavation, and maintenance and operate a year-round garden centre that services southwestern Manitoba. Constantly striving to provide "**Superior Workmanship by People Who Care**", the Alternative Team works hard every day to meet and exceed the expectations of our clients and create projects that will have a lasting impact in the region. Check out our website at www.alternativelandscapingltd.com .

We're a growing company, hiring career-minded team members who share our mission: "**Superior Workmanship by People Who Care**". Check out our website for the opportunity you've been looking for!

We offer:

- Competitive starting wages based on experience; increases based on performance.
- Full-time seasonal work with the opportunity for year-round employment.
- Extended Health, Dental, Vision, Critical Illness, Long Term Disability and Life Insurance Benefits (subject to waiting period).

To apply, please visit our career page at [Careers - Alternative Landscaping \(northstarats.com\)](http://northstarats.com) or come see us at the corner of 34th Street and Patricia Avenue.

Contact Sandy at 204-727-7289, extension 100 or email hr@alternativelandscapingltd.com if you have any questions about this or any of our opportunities.