



## **Project Administrator – 3 Year Contract**

Vancouver, BC

**Who We Are:** BentallGreenOak is a leading, global real estate investment management advisor and a globally-recognized provider of real estate services. BentallGreenOak has offices in 22 cities across nine countries and three continents with deep, local knowledge, experience, and extensive networks in the regions where we invest and manage real estate assets on behalf of our clients. BentallGreenOak is part of the SLC Management institutional asset management business of Sun Life Financial Inc. For more information, please visit [www.bentallgreenoak.com](http://www.bentallgreenoak.com).

BentallGreenOak promotes a corporate culture that attracts and retains the highest caliber people. We encourage opportunities for growth, development and promotion by providing our employees with the resources to work effectively and continually strive to perform better. We are committed to a safe and sustainable work environment.

### **About the Opportunity:**

This successful candidate will be supporting design and construction for a once in a life time mixed use project with a talented group of individuals. We're looking for someone that will engage in collaborative and inclusive teamwork, as well as demonstrates a high-level of individual performance. If you have the ability to face new challenges, create solutions and work outside your comfort zone, then we want to hear from you!

### **Job Responsibilities Include:**

Provide all administrative functions as well some, site specific industry services such as:

- Setup, add to and maintain various project action lists and conduct follow ups where necessary
- Log, maintain changes to project spreadsheet and related emails & files
- Electronically file and distribute project documents
- Organize and manage project documentation including keeping project schedules (Microsoft Project)
- Interpret instructions and implement actions according to policies and protocols
- Research and gather information/project documents for project team member review
- Coordinate and set up meetings
- Works with the Project Manager to prepare comprehensive action plans, including resources, timeframes and budgets
- Coordinates the activities of the designers, tenants, contractors, building operations, landlord to ensure timely information is exchanged to complete the action items as anticipated
- Maintains accurate and relevant project records and assemble, compile distribute management reports
- Maintaining excellent communications and cooperation between Owner, Consultant, Tenant & Contractor teams

- Maintaining all project documentation and records relating to tenants and base building
- Assisting in setting scope and budgets for base building work to accommodate lease requirements
- Coordinating all changes for both project design and project construction, including changes required for lease
- Participate in Owner / Contractor / Tenant / Design meetings
- Liaise and coordinate between base building and tenant representatives, design and construction teams
- Review and maintain understanding of base building schedule and scope of work
- Review, coordinate, track and ensure contract deliverables are achieved
- Initiate, document, seek and provide approvals, review and coordinate changes to scopes of work
- Assemble, maintain, coordinate and follow up on project action items lists
- Conduct field reviews, and document project and lease deliverables

#### **Qualifications Required:**

**Overall:** Strong administration background working directly with and report to the Project Manager and will liaise with the project team tenants, contractors and outside consultants on a daily basis.

**Key Qualities:** Organized, time-management skills, proactive and hands-on, flexible, can professionally interact with different groups of people at all levels.

- 5+ years' of administrative and office experience in the Architecture, Engineering or Construction field
- Has advanced computer skills and has extensive software skills for business applications, including Microsoft Office (Word, Excel, Outlook, Project) and Adobe Suite
- Demonstrated success collaborating with project teams to deliver on project deadlines for a variety of project types
- Strong time-management and coordination skills, highly organized, flexible and calm under pressure to meet deadlines
- Previous experience in Architecture, Construction or Engineering field is preferred
- Initiative, reliability, positive, helpful 'one-step ahead' attitude
- Self-motivated, able to work independently or as part of a team
- Exercises good judgment and thinks through problems, offers possible solutions
- Strong communication skills (written and spoken, with advanced knowledge of grammar, spelling and punctuation)
- Understands the necessity of Quality Control / Quality Assurance and is diligent maintaining corporate standards and protocols
- Highly proficient in planning schedules and deliverables, minute taking, package submissions and exhibits attention to detail in their work
- Understands the importance of client and customer service and is able has demonstrated success in liaising with consultants, client and team members on a project
- The ideal candidate is flexible and available with occasional overtime should it be required.

To apply to this opportunity, please visit: [Project Administrator - BentallGreenOak](#)

Reasonable accommodation at any time throughout the hiring process is available through BentallGreenOak's Human Resources department for applicants with disabilities or for those needing job postings in an alternate format. If you require accommodation, please email us at [accessibility@bentallgreenoak.com](mailto:accessibility@bentallgreenoak.com) and include: Job posting #, your name and your preferred method of contact.