



Performance lives here.

CONSTRUCTION & CUSTOMER CARE ADMINISTRATOR

COMPANY: Jayman BUILT

LOCATION: Calgary, AB

TYPE: Full-time

SALARY: \$54,000 – \$66,500

JOB DESCRIPTION:

Customer Care and Construction Administrator

Salary Range - \$54,000.00 – \$66,500.00 depending on experience

Annual and Monthly Bonus Potential - \$3,325.00 per year

Total Compensation Potential - \$69,825 per year

As a Customer Care & Construction Administrator for our Multi-Family Division, you are extremely organized and understand a sense of urgency. You will work with the General Manager and Customer Care Manager to provide their teams with support daily.

Are you driven and motivated to help provide our customers with a worry-free home?

Benefits of Jayman

- Flexible health and dental benefits
- Opportunity to participate in a unique Jayman Employee Investment Program
- Flexible health and dental benefits
- Employer matching Group RRSP program and discount programs on Jayman products

- Customized Training Programs. Continuing education is a focus at Jayman, and you have the opportunity to participate in annual education & training
- Opportunity for growth and career advancement
- Employee Discounts
- Social Club events
- On-site Gym

Your Experience:

- 3 years' industry experience preferably in new home construction with exposure to both office and field operations
- Excellent communication skills, both verbal and written, with the ability to take meeting minutes
- Well-developed organizational skills and time-management skills
- Advanced computer skills (i.e.: Microsoft Office) with the ability to learn internal systems
- Experience in reading drawings, schedules, and specifications
- Ability to react well under pressure and to treat others with respect
- Quick learner and able to work with minimal supervision.
- High accuracy in all aspects of work.

Do you see the potential? Are you ready to be part of the lifestyle? Join the award winning Jayman BUILT team and contribute to our exceptional track record, with over 30 thousand homes built in the last 42 years. **Please send your resume and cover letter to apply at careers@jayman.com.**

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.

200-3132 118 Ave SE, Calgary, AB **PHONE** 403.258.3772 **JAYMAN.COM**

Performance lives here.