



Performance lives here.

ADMINISTRATIVE ASSISTANT / SHOWHOME DEPARTMENT ADMINISTRATOR

COMPANY: Jayman BUILT

LOCATION: Calgary, AB

TYPE: Contract

JOB DESCRIPTION:

Builder of the year 22 times. Picture a career with us.

Jayman BUILT has an immediate opening for an **Administrative Assistant / Show home Department Administrator** on a **14-month** contract.

As a member of our Show home Merchandising Department, you understand the importance of creating an unprecedented experience for our show home visitors.

Are you ready to join our team and help provide our customers with a memorable experience?

A Day in the Life of a Show home Department Administrator:

- Along with the Creative Director, supervise the Show home Merchandising team and help guide the group toward its goals, support systems and processes associated with daily operations, and resolve problems as they arise
- Proactively identify key priorities, deadlines, and deliverables
- Create and manage Trade Appointments
- Order product and manage inventory and warehouse coordination and control
- Complete reporting on operational metrics, divisional production schedules, employee attendance and other reporting as required
- Work collaboratively with team members and provide back-up when required
- The position will be located in Calgary with some travel to our Edmonton location required.

What You Will Bring to the Table:

- 3-4 years' experience in an office environment
- Preference will be given to candidates with extensive administrative experience and a customer service focused background.
- Strong computer skills, particularly with the MS Office Suite
- Ability to maintain confidentiality and to use discretion when dealing with team members, customers, and vendors
- Knowledge of blueprint reading
- Demonstrated ability to work independently
- Strong ability to multitask; be proactive; and understand the importance of attention to detail
- A sense of urgency and the ability to adapt to shifting priorities
- Ability to make judgment calls
- Results driven with exceptional relationship management, communication, and negotiation skills
- Valid driver's license and clean driving record

As a 2022 Platinum-Level Best Managed Company, we will provide you the following:

- Salary Range: \$47,000.00-\$57,000.00
- Competitive compensation program
- On-site gym
- Reward and recognition programs

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 43 years. Please send your resume and cover letter to careers@jayman.com.

We thank all applicants for their interest, however only those selected for an interview will be contact. No agency inquiries please.