

CONSTRUCTION/WARRANTY ADMINISTRATOR

COMPANY: Jayman BUILT

LOCATION: Calgary, AB

TYPE: Full-time, In-Office

Salary Range: \$53,550 – \$67,887 depending on experience

Annual Bonus Potential: \$3,325.00 per year

Total Compensation Potential: \$69,825 per year

JOB DESCRIPTION

Jayman BUILT, one of Alberta's top home builders, currently has openings for Multi-Family Construction & Warranty (Customer Care) Administrator at our Calgary location.

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

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

WHAT YOU BRING TO THE TABLE:

- ▶ 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

200-3132 118 Avenue SE, Calgary, AB T2Z 3X1

PHONE 403.258.3772 FAX 403.253.3576

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- ▶ 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.

AS A 2023 BEST MANAGED COMPANY, WE WILL PROVIDE YOU WITH

- ▶ Flexible health and dental benefits
- ▶ Opportunity to participate in a unique Jayman Employee Investment program
- ▶ Employer matching Group RRSP program and discount programs on Jayman products
- ▶ Continuing education is a focus at Jayman, and you have the opportunity to participate in annual customized education & training
- ▶ Opportunity for growth and career advancement
- ▶ Employee Discounts
- ▶ Social Club events
- ▶ On-site gym & parking

For the last 44 years, Jayman BUILT has been proud to be one of Alberta's top home builders. Join the award-winning team and contribute to our exceptional track record. 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 contacted. No telephone or agency inquiries please.

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