

Electrical Contract Administrator

THE OPPORTUNITY

We are seeking applicants for the position of Electrical Contract Administrator. Candidates should have minimum 5 years' experience in commercial electrical construction projects.

POSITION DESCRIPTION

- Represent Tower as the primary electrical contact person for projects under construction.
- Attend site meetings as required for projects under construction.
- Prepare detailed site reports itemizing electrical installation and issues discussed/reviewed on site.
- Prepare associated PCNs, Clarifications, site instructions, etc.
- Communicate and coordinate site related information with Designers and CAD technicians in the office.
- Review electrical installation of completed projects and prepare site reports.
- Work actively in the role of 'problem solver' during construction as site related items come up.

POSITION REQUIREMENTS

- Electrical journeyman seal from a recognized college.
- Experience working in design or construction of buildings.
- Good technical, organizational, coordination, and communication skills.
- Good interpersonal skills.
- Proficient at reading and interpreting technical specifications, design drawings, and details.
- Demonstrated ability and interest to work as part of a team;
- Desire to develop skills and expand career;
- Demonstrated experience with office software such as MS Office (Word, Excel, etc.);
- Willingness to travel, work in the field at project sites. A valid driver's license is required.

Please submit your application in the form of a resume and cover letter to Lorna Nazar, Human Resources (lnazar@towereng.ca). Ensure the letter indicates how you meet the position requirements. Only successful applicants will be contacted.

We thank all applicants for their interest.