

# Now hiring.

## Contract Administrative Support for VP Development & Construction



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Doug Tarry Homes has been committed to our customers in St Thomas and the surrounding areas since 1954. Our construction company is currently seeking an Administrative Support for VP of Development & Construction. The Administrative Support's duties include serving as a point of contact for internal and external matters pertaining to the VP of Development and Construction at times while assisting various teams at any time.

### Responsibilities Include:

- Completes a broad variety of administrative tasks for the Development and Construction team: managing an extremely active variety of activities; composing and preparing correspondence that is often confidential; arranging travel plans, itineraries, and agendas; and compiling documents for necessary travel meetings, site coordination, contracts.
- Handles office task, such as digital file management, generating reports and presentations, setting up meetings and reordering supplies.
- Works closely and effectively with VP of Development and Construction to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Working with team scheduling, Key Management meetings, assembly of documents, issuance of meeting minutes, preparation of agenda, attendance, final report insurances.
- Greet and assist visitors when applicable.

### The following skills are required:

- Must be able to work collaboratively with cross-functional teams.
- Must have excellent communication skills and a strong desire to provide amazing customer service.
- Must be able to quickly adapt to changing priorities in a fast-paced environment.
- Must be an organized, self-starter with a willingness to learn new things.
- Must be proficient in Microsoft Office including outlook, word, excel and PowerPoint.
- Strong attention to detail and a proven ability to handle confidential information with discretion is required.
- College or recognized technology diploma preferred but not required.

Doug Tarry Ltd is committed to employment equity and welcomes diversity. We encourage applications from qualified individuals from all backgrounds. *Doug Tarry Ltd provides accommodations to applicants with disabilities throughout the hiring process. If you require accommodation, please contact Human Resources at [hr@dougarryhomes.com](mailto:hr@dougarryhomes.com).*

