



Construction/Warranty Administrator

At Claridge Homes, we are dedicated to quality and craftsmanship without compromise. Located in Ottawa, ON, we pride ourselves on providing a healthy, diverse, and balanced work environment. Working with a team of over 250 Full time employees, top contractors and professionals we have built more than 8,000 Tarion certified homes, 4,000 condominiums and several retirement homes totalling 500 suites. We have grown to become Ottawa's largest land developer because each project we strive to provide maximum value and customer satisfaction.

Based at one of our Low-Rise Construction sites, we are currently seeking a Full Time Construction/Warranty Administrator to join our Low-Rise Construction team.

Reporting to the Site Supervisor, the Construction/Warranty Administrator will be responsible for managing client and subcontractor issues, contacting trades, dealing with purchasers by phone and email, data entry of client change requests, working closely with our onsite service technicians and inspectors.

Key Responsibilities and Accountabilities:

- Effectively prioritize and execute tasks conforming to shifting priorities, demands and timelines.
- Strong analytical and problem-solving skills.
- Ability to coordinate trades for several homes and sites simultaneously.
- Ability to work directly with homeowners in a responsible, appropriate and service oriented way.
- Strong written and oral communication skills (Being Bilingual is an asset)
- Understanding and Knowledge of Tarion Home Warranty Program
- A high degree of responsibility, initiative and professionalism
- Proven competency in software applications, including MS Word, Excel, Outlook, Gmail and other programs used within company.

Experience:

- 2 plus years, in a service coordination role
- Understanding of low rise construction terms and process

Please send applications to: HR@Claridgehomes.com

Closing Date: December 17, 2017

Claridge Homes is committed to being an Equal Opportunity Employer. Please advise in advance if you require any accommodation during the application or selection process. Any information you send us will be handled professionally, respectfully and in complete confidence.

While we thank all candidates for their interest, only those selected for further consideration will be contacted.