

Administrator, Office Design and Construction – Oxford Properties Bow Valley Square

Why join us?

Are you looking to join an innovative, global real estate company who builds communities and connects people to exceptional places? If so, we would love to tell you our story.

At Oxford, our culture is truly one of a kind. Across business lines and around the world, we embrace the complex and tackle opportunities with speed and agility. We are ambitious and humble, forward looking and service-focused. We get stuff done, and have fun doing it! We take great pride in contributing to the communities where we live.

We believe that what is good for the environment is good for business. Together we deliver exceptional experiences to our over 2 million daily customers.

We are looking for a highly motivated Administrator to join our office team at Bow Valley Square. Reporting to the Manager, Office Design and construction, you will be responsible in assisting the coordination of commercial office tenant buildouts, landlord work, and capital projects. Ensuring construction documents have been received and properly processed. Administrative duties to include project file management, preparing and distributing correspondence and maintaining good relations with stakeholders.

Specific Primary Responsibilities

- Assist in regular maintenance of Prime Contractor documentation in conjunction with Leasing Agreement.
- Undertake the processing of Work Permit documentation. This includes collecting all relevant documentation from tenants and vendors including but not limited to Contractor's Trades List, Worker's Compensation Board (WCB), Insurance, Prime Contractor Letter, and Building Permit;
- Provide administration support, tracking, and document control on projects as directed, including but not limited to, agreements, photos, change orders, etc.;
- Maintain accurate records of work in progress and other related documents including invoices;
- Assist with coordination and scheduling of tenant logistics related to construction processes;
- Prepare construction drawing approval letters, tender packages, and meeting minutes;
- Maintain both base building and tenant drawing files in both electronic and hardcopy formats. Organize drawing files as required under the Construction Manager's direction;

- Assist with deficiency inspections of suites and follow up with tenants and contractors to ensure adherence to approved drawings. Coordinating all construction closeout documentation including, as-built drawings, O&M manual, warranties, etc.;
- Other administrative duties as required.

Skills and Experience Required

- Minimum 2-years prior experience preferably in commercial high-rise tenant admin/coordination;
- Post-secondary education preferred, but not required with formal training in general construction methods or work experience in related field;
- Knowledgeable on reading construction drawings, specifications, and lease agreements;
- Understanding of construction project cycle, building codes, and building permits;
- Proficiency with Microsoft Office, Bluebeam, Adobe Acrobat and Procore
- Must have excellent interpersonal skills and be detail oriented
- Ability to multi-task and be able to prioritize multiple projects under tight timelines
- Strong written and verbal communication skills; Well-developed time management and organizational skills
- Must be self motivated, ability to work both independently and within a team environment
- Willingness to accept additional responsibilities, beyond specific duties listed, to assist with overall customer experience.

Our story:

Oxford Properties Group (“Oxford”) is a leading global real estate investor, asset manager and business builder. It builds, buys and grows defined real estate operating business with world-class management teams. Established in 1960, Oxford and its portfolio companies manage approximately C\$70 billion of assets across four continents on behalf of their investment partners. Oxford’s owned portfolio encompasses office, logistics, retail, multifamily residential, life sciences and hotels; it spans more than 150 million square feet in global gateway cities and high-growth hubs. A thematic investor with a committed source of capital, Oxford invests in properties, portfolios, development sites, debt, securities and real estate businesses across the risk-reward spectrum. Together with its portfolio companies, Oxford is one of the world’s most active developers with over 100 projects currently underway globally across all major asset classes. Oxford is owned by OMERS, the Canadian defined benefit pension plan for Ontario's municipal employees.

For more information on Oxford, visit www.oxfordproperties.com