



Administrative Assistant, Central Closing

Summary:

The Administrative Assistant, Central Closing receives and submits all tender packages for TESC, inclusive of Regional Offices. He/She maintains the file management system within the estimating process and assists with proposal development. The Administrative Assistant, Central Closing ensures tender packages are closed to both TESC and client standards.

Responsibilities & Duties:

Administration of Tenders

- Obtain, file, print and distribute all tender related documents and correspondence during the course of the tender, in a timely manner.
- Ensure compliancy to tender approval process.
- Communicate and issue meeting invitations to estimators on the topic of all closing and site visit details.
- Review, process and distribute all Requests for Information's (RFIs) and Addendums.
- Tend to bonding and insurance requirements.
- Assist with proposal development by gathering information and ensuring all proposals are formatted professionally to TESC standards.
- Determine which documents (tender forms) are required to accompany the tender and the method of delivery.
- Track and maintain all post tender communications.
- Prepare handover packages for the Operations group
- Maintain Contract Library.
- Maintain Estimating portion of CRM system, Salesforce.com, with most up to date information.

Reporting & General Administration

- Produce appropriate daily/weekly/monthly reports for Estimating and Management teams.
- Attend Estimating Department meetings and record minutes.
- Perform basic administrative duties for the Chief Estimator.
- Correspond with customers regularly in a professional manner.
- Manage client portals and related requirements.
- Other duties as required.

Job Specifications:

- College diploma, business training or related work experience.
- 3 to 5 years in construction project field.
- Ability to work well under pressure and meet tight deadlines.
- Strong written and verbal communication skills.
- Excellent time management, including multitasking and prioritizing skills.
- Strong organizational skills. Prepares in advanced.
- Good team approach.
- Must work well independently and unsupervised.
- Meticulous attention to detail & accuracy.
- Strong to expert knowledge of Microsoft Office Suite (Word, Excel, PowerPoint).



Location: Sudbury, Ontario

Term: Fulltime, Temporary (12-Months)

How to apply: Email resume to employment@tesco.com and use "Administrative Assistant, Central Closing" in subject line.