Construction Administrator

Genesis Builders Group – Calgary, AB

SEPTEMBER 2026

GENESIS

Creating tomorrows

Company Overview

Genesis is a Calgary based award-winning land developer, creating innovative and successful communities in the Calgary Metropolitan Area, and is also a residential homebuilder through its subsidiary Genesis Builders Group. Genesis is committed to supporting its communities through partnerships like the Genesis Centre of Community Wellness and Genesis Place Recreational Centre. The Corporation's common shares are listed on the Toronto Stock Exchange (TSX: GDC).

At Genesis we believe in the power of relationships. We take pride in our work and our organization. We dare to dream and above all, we value integrity. We offer competitive wages, one of industry's best health & benefit packages, continuing education reimbursements, and career growth within the Genesis team.

Position Title: *Construction Administrator*
Reports To: *Sr. Manager, Construction, Warranty & Customer Care*
Job Type: *Full-Time Permanent*
Location: *Calgary, AB*

The Construction Administrator is an integral part of the Genesis Builder's team. The successful candidate will have an established track record in providing customer service, adhere to safety standards, and ability to coordinate and work well as part of a team and independently, and flexible with taking on tasks, learning, and growing as part of a team.

Role Responsibilities

- Draft meeting agendas, distribute advance materials and record minutes for regular construction meetings
- Assist with booking all inspections
- Assist with processing and tracking of construction backcharges
- Assemble and distribute weekly Variance Purchase Order Reports
- Track completion of seasonal work and provide updates to homeowners as necessary
- Coordinate grading certificates including tracking of outstanding grading work and provide documentation to homeowners
- Coordinate lot inspection documentation, photographs, and tracking reports for developers
- Enter seasonal, possession and backordered items into Quality Builder/Buildpro for tracking and action; monitor progress and follow-up with trades and homeowners as necessary
- Assist with the completion of initial lot inspections
- Update and manage construction schedule templates
- Apply for electrical and gas meters
- Coordinate delivery/removal of site fencing, toilets, and waste bins as necessary

- Complete construction updates on Schedule Possessions tracking sheet
- Scan & save various job-specific documents for Construction
- Other duties / tasks as assigned by the Corporation.

Competencies and Skills Required:

- High School Diploma or equivalent, required.
- 1-2 Years of administrative/customer service experience within the construction industry required.
- Ability to communicate effectively with diverse teams including contractors, vendors, and other team members.
- Knowledge of the construction industry and terminology, considered as asset.
- Ability to read blueprints, considered an asset.
- Proficient in Microsoft Office and general computer skills.
- Excellent written and verbal communication skills, and knowledge of other languages considered an asset.
- Excellent organizational skills with attention to detail.
- The ability to multi-task in a busy and sometimes stressful environment and meet deadlines
- Ability to work independently and within a team and is willing to learn.
- Professional personal presentation and demeanor
- Self-starter, proven time management and problem solving skills, always results driven and have a passion to take ownership and own results.
- Ability to maintain confidentiality regarding all business and employment issues

Working Conditions

- This position works regular business hours Monday – Thursday 8:00 am to 5:00 pm and Friday from 8:00 am to 3:00 pm.
- Valid driver's license and access to a vehicle is required.

All interested and qualified applicants please apply by sending your resume to **Human Resources Department** at **careers@genesisbuilds.com** with the subject line "**Construction Administrator**".

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.