



## DESIGN CONCRETE INC.

### **Company Overview:**

Design Concrete, Inc. (DCI) is a leader in the precast concrete industry, specializing in agricultural products, precast building systems, noise walls, retaining walls, and custom precast components. DCI provides engineering, manufacturing, and installation solutions to the Ontario market. With a strong commitment to innovation, quality, and customer satisfaction, DCI has established itself as a key player in the construction and agricultural sectors.

### **Job Summary:**

We are seeking an Office Administrator - Projects to serve as the face of our company and a key organizer and communicator within our organization. Reporting to the General Manager, you will support various departments, including Project Management, Finance, and Sales, and liaise with external consultants and contractors' administrative support. This on-site position is based at our Cambridge office. The ideal candidate will possess excellent organizational and communication skills, a proactive attitude, and the ability to balance multiple demands and priorities while working both independently and as part of a team.

### **Responsibilities:**

- Create a welcoming office environment by greeting team members and guests, answering phone calls, and managing correspondence.
- Maintain high levels of discretion and confidentiality.
- Juggle priorities with confidence—track schedules, coordinate activities, and ensure nothing falls through the cracks.
- Keep financial records on track by updating monthly budget information, processing invoices, monitoring requisitions and purchase orders, and tracking project expenses.
- Maintain and update project databases to ensure accurate and efficient record-keeping.
- Coordinate meetings, prepare materials, take minutes, and distribute notes to support various departments.
- Oversee digital document management to keep critical project information organized, accessible, and up to date.
- Manage incoming and outgoing communications, including emails, Teams, Smartsheet, and mail/deliveries.
- Keep the office running like a well-oiled machine—manage supplies, maintain a welcoming environment, and create a space where productivity thrives.
- Continuously improve processes and provide feedback for efficiency.
- Other duties as assigned by management.

### **Qualifications & Experience:**

- Diploma or certificate in Administration or equivalent experience.
- 3-5 years of administrative experience, preferably in a construction or project management setting.
- Proficiency in financial requisition tracking and budget management.
- Experience with bookkeeping is an asset, though not a core responsibility.
- Strong written and verbal communication skills.



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- Ability to grasp and apply new concepts quickly.
- Excellent organizational and time management skills
- High attention to detail.
- Proficiency with Microsoft Office
- Ability to multitask and work under pressure.
- Valid driver's license and access to a reliable vehicle (some local travel required).

### **Performance Expectations:**

- Within 3-6 months, independently manage 75% of key tasks with accuracy.
- Maintain up-to-date and accurate records for invoicing, POs, and BOLs.
- Ensure timely processing of financial documents within defined benchmarks.
- Foster a collaborative environment by proactively sharing information and supporting team members.
- Manage office resources and organization effectively.

### **Working Conditions:**

- Office-based role with standard working hours.
- Occasional lifting of light materials (up to 20 lbs.)
- Extended periods of computer work.
- Occasional overtime may be required to meet deadlines or support executive activities.

Design Concrete Inc. is committed to meeting the accessibility needs of persons with disabilities in an effective and timely manner in accordance with the applicable standards set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. We foster an inclusive organizational culture as an Equal Opportunity Employer.

Should you be interested in applying to this opportunity kindly forward expressions of interest along with your resume to Sandy McCann [smccann@faddiscanada.ca](mailto:smccann@faddiscanada.ca) Business Partner, People & Culture no later than April 15, 2025.