



**Reporting to:** VP, Operations  
**Department:** Operations  
**Start Date:** ASAP  
**Position Title:** Operations Administrator  
**Salary:** Open  
**Type of Position:** Full time / permanent  
**Location:** Richmond Hill, Ontario

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### **Summary of Role:**

The Operations Administrator will oversee and be responsible for the administration and transferring of project information as it relates to flooring, window coverings louvers and other speciality products Mayhew provides to both new and existing customers. Reporting to the VP, Operations, the Operations Administrator will work closely with all Consulting Services personnel, Corporate Account Managers, Furniture and the Flooring Consultant to provide administrative functions to ensure the timely logging and transferring of critical project information. The main mandate is to ensure accurate project information has been captured and communicated to the project team relating to flooring projects.

### **Duties & Responsibilities:**

Include but are not limited to...

- Provide the highest level of client service
- Provide guidance and information to project teams on an as needed basis
- Responsible for the administration of the project budget, tracking/reporting overall progress, monitor resource utilization and perform quality reviews
- Responsible for the creation and maintenance of the Project Documentation library
- Ensure that projects are run in compliance with Mayhew's policies and standards
- Responsible for the creation and implementation of processes and standards that will create a framework
- Collect and track data as it relates to budget and labour allocation. Then create variance analysis reports
- Hold internal meetings to communicate project budget and progress updates
- Responsible for the coordination and monitoring of project schedule
- Prepare various daily/weekly/monthly reports to track project progress
- Follow up with vendors to ensure accurate and timely delivery of products
- Follow up with general contractors and coordinate schedules as needed
- Contribute to team effort by identifying new opportunities to add value to the organization and helping others accomplish related job results
- Ensure efficiency by communicating all vendor information on shipments, schedules, truck arrivals, expected order completeness, delays, etc. to internal and external clients
- Continue to nurture relationships with internal and external customers through collaboration with all



- Maintain profitability spreadsheets for all projects and monitor profitability of project. Advise main project lead of any concerns regarding the profitability of the project
- Successfully handling and managing multiple projects / activities at one time
- General administrative activities as required
- Focused on resolving conflicts and settling disputes that impact business
- Demonstrate a high standards of professional ethics and fairness
- Identifying own professional development needs
- Performs backup reception duties on an as needed basis

**Qualifications:**

- Graduate of a College or University diploma and/or degree program preferably in Business Administration or work equivalent
- Advanced proficiency in Microsoft Office applications (*Outlook, Excel, Word and PowerPoint*)
- Excellent organization and time management skills
- Excellent oral and written communications skills
- Demonstrates the ability to work effectively in a team environment
- Strong problem solving skills

**How to Apply:**

Please forward your cover letter & resume to: [hr@mayhew.ca](mailto:hr@mayhew.ca)

We thank all those who apply, however, only those selected for an interview will be contacted.