

Named as one of Canada's Best Managed Companies and Most Admired Corporate Cultures in Canada, Southwest has developed, constructed, owned and operated world-class properties for over 50 years. A leading developer of residential and commercial property and one of the largest privately-held owner of multi-family residential buildings in the Halifax region, Southwest's brand of quality and community involvement has made a major impact on the Atlantic Canadian real estate market. Southwest believes in going beyond the necessary to create inspiring environments by providing the best places to live, shop, work and play, creating lasting relationships with employees, customers and partners.

Southwest is currently searching for a Document Control Administrator (DCA) to join the team. Reporting to Senior VP, Development, the DCA will be responsible for obtaining, storing, distributing, and managing the information needed by internal and external teams to support Southwest's planning, design, and construction activities. Regular duties will include (but not limited to):

- Asses information required from whom and prioritize; document, track, follow up on, re-assign, update and close out all actions
- Respond to and monitor RFI's to ensure they are responded to on time; add relevant information as required and provide follow up
- Ensure all staff, consultants and partners issue documents through Procore software and are trained in the program
- Set up new users, assigning appropriate permissions
- Solve day to day system issues by working with users, troubleshooting, escalating to third-party system support where needed.
- Oversee the maintenance of the company intranet / SharePoint Home Page, departmental home pages, sites, libraries and lists
- Provide general administrative support to the Planning and Construction teams including construction payables, filing and meeting support

As the successful candidate, you possess an exceptional technical ability, strong eye for detail along with a professional written and verbal communication style. You are proactive, can adapt to changing priorities and can work well under pressure to achieve quality results. You have a strong administrative background, bring an enthusiasm for real estate and an entrepreneurial environment as well as experience in document control and/or construction. Experience with Procore and SharePoint would strongly be considered assets. A combination of the noted requirements will be considered and only those chosen for an interview will be contacted.

If you are interested in this exciting opportunity, please forward your resume and cover letter by **September 14th, 2020** to Amanda Denton: Southwest Properties Limited, 1475 Lower Water Street, Suite 100 Halifax NS, B3J 3Z2. **Email:** amanda.denton@southwest.ca