

Office Manager

Administrative

- Answer incoming daily phone calls. Attempt to resolve inquiry prior to forwarding call to office personnel
- Schedule building inspections as requested by Field Director or Site Supervisor
- Schedule locates as requested by Field Director or Site Supervisor
- Ensure all Office Director and Office Manager documents are filed weekly
- Prepare bank deposits as required and forward to Office Director.
- Upon signing of Purchase & Sale Agreement, complete client information sheet.
- Keep upgrade catalogue updated as new products are made available by Office Director. Office Director will notify Office Manager of the update.
- Compile and update schedule with closing dates for all current projects

Accounting

- Reconcile all bank, Line of Credit and credit card accounts minimum twice a week.
- Complete Quickbooks entry upon closing of each real estate transaction within 14 days of closing. If data is not available, contact lawyer for pertinent information
- Enter signed off invoices in Quickbooks weekly. Upon completion of entry, verify all invoices with price list and/or contracts. Contact trade/supplier with discrepancies. Ensure credits are issued.
- If final invoice for project, attach corresponding contract/quote.
- Upon entering of invoices, ensure that WSIB Clearance Certificate is current and on hand. If not, ensure it is received prior to issuing payment.
- Reconcile and prepare HST account and submit prepared documents to Office Director for monthly submission
- Reconcile and prepare WSIB submissions on monthly basis
- Enter payroll breakdown biweekly in Quickbooks
- Enter and/or update all mortgages and note payables biweekly and issue any interest cheques as required
- Collaborate with Accountant to prepare Year End

Construction

- Ensure Ministry of Labour Notice of Project Form is completed and submitted prior to all major construction activity
- Ensure Ministry of Labour Form 1000 is completed and on file at the office and a copy given to the Field Director and/or Site Supervisor
- Organize and schedule trades as requested by the Field Director and/or Site Supervisor
- Order materials as requested by the Field Director and/or Site Supervisor

Post Sales

- Field all post sales questions and concerns within 24 hours
- First point of contact for Tarion Warranty questions and responsible for rectifying PDI, 30-day (schedule Field Director for home visit), 1 year, 2 year form items
- Determine whether deficiencies are warrantable. Homeowner to be informed of non-warrantable items. Warrantable items to be scheduled with trades directly in a timely fashion and coordinated with homeowner.