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For over 30 years, Kaitlin Corporation has established ourselves in the Greater Toronto Area as a successful land developer and homebuilder.

At Kaitlin, we are committed to creating communities with award-winning home designs for families to call 'home'. We are currently seeking strong, self-motivated and energetic individuals to join our team!

SITE ADMINISTRATOR to join our head office construction team. Candidate must have experience working with a GTA New Home Builder entering all upgrades into Rems and notifications to trades. Must have good working knowledge of Newstar in the PO & Completion Modules. Must be detail orientated, have strong computer skills and good communication skills. Ability to multitask and work in a fast paced environment.

CUSTOMER CARE COORDINATOR to join our head office team. Candidate must have prior experience working in customer service with a GTA new home builder. Candidate will be responsible for all purchaser communication prior to the closing of their new home. Must possess excellent verbal, written and organizational skills and be proficient in MS Office. Candidate must be a team player, able to work in a fast paced environment and have a friendly disposition. Knowledge of Tarion guidelines & procedures as well as Newstar is an asset.

EXPERIENCED LOW RISE FINISHING SUPERVISOR for our new Sunderland construction site. Candidate must have a minimum of 5-10 years' experience as a Finishing Superintendent with a GTA New Home Builder. Must have experience in a high volume construction build. Candidate will be responsible for the all interior finishes from the completion of the insulation inspection. Must be detailed orientated and have good organizational skills. Must have own vehicle.

ESTIMATOR to join our Head Office Construction Team. Degree in the Construction Science Management Program from George Brown is an asset. Candidate must a minimum of 3-5 years' experience working with a GTA new home builder. Some of primary responsibilities include but are not limited to tendering, preparation of budgets, contracts, scope of works, qualifying bids, quantity take offs, trade communication, review and maintenance of drawings and plans and administration work. Candidate should be well versed in the Ontario Building Code requirements and have the ability to read and review working drawings and plans. Candidate should possess excellent verbal and written communication skills and be a highly organized individual. They should have the ability to work in a fast paced environment and be proficient in both Microsoft Word and Microsoft Excel. Knowledge of Newstar (Rems) is an asset.

PROJECT MANAGER to join our head office construction team. Candidate must have a minimum of 7-10 years' experience with a GTA New Home Builder as a Project Manager in mid rise and high rise construction projects. Candidate will be working directly with the Vice President of Construction. Some of primary responsibilities include but are not limited to corresponding with consultants & trades, liaise with Municipality, develop scope of works, develop and maintain detailed budgets, tendering, plans reviews, site coordination & scheduling, technical audits and bulletin 19 requirements. Candidate should be well versed with the Ontario Building Code & the Tarion Warranty Corporation technical audit and bulletin 19 requirements. Ability to read and review working drawings is required. Candidate should possess excellent verbal and written communication skills and be a highly organized individual. They should have the ability to working a fast paced environment and be proficient in both Microsoft Word and Microsoft Excel.

ADMINISTRATIVE ASSISTANT to join our head office construction department team. Candidate must have prior experience working as an administrative assistant for a GTA new home builder or developer. Candidate will be primarily responsible for providing administrative support to the construction management team as well as to the construction department. Candidate must possess excellent verbal, written and organizational skills and must be proficient in MS Office and Newstar. Candidate must be a team player, able to work in a fast paced environment and have a friendly disposition.

SALES ADMINISTRATOR/HOSTESS - As an integral member of the Sales Team, your role will not be limited to just greeting guests and preparing sales documentation at our Bowmanville Sales Centre. With your professionalism, integrity, and thorough knowledge of Kaitlin's products, you will be able to answer any questions purchasers may have, as well as provide support and assistance to the Sales Team. You possess 3-5 years of administrative experience and solid Microsoft Office skills.

SALES ASSOCIATE - Kaitlin has a wide range of products to offer our customers in the Bowmanville area. With your excellent communication skills and a proven track record, you understand the importance of exceptional customer service and enhancing the overall customer experience. Having 5-7 years of impeccable sales performance history, the successful candidate will be an integral part of our Sales Team under the guidance of our On-Site Sales Supervisor.

ON-SITE SALES SUPERVISOR - As the quarterback of the Sales Team, you are able to motivate and oversee all aspects of our Sales Team to reach success! You understand the importance of a collaborative effort to help our purchasers realize their dream of owning a Kaitlin home. Bringing your 5-10 years of supervisory experience, your input on effective marketing strategies will benefit your Sales Team members in the Bowmanville area. As the On-Site Sales Supervisor, you will also strive to ensure that our potential homeowners remain engaged in our product offerings through communication and follow up procedures that will be implemented and adhered to. You possess confidence and effective leadership qualities, impeccable organizational skills, and the ability to instill a high performance culture within the Sales Centre. You will be working under the leadership of Kaitlin's Sales and Marketing Manager.

Please forward resume starting position you are applying for via email
along with salary expectations to hr@kaitlincorp.com

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