



ADMINISTRATIVE ASSISTANT

COME JOIN THE
JDC TEAM

- ✚ Are you self-driven, team-oriented, organized?
- ✚ Have you worked in small business for at least 2-3 years before?
- ✚ Do you have the ability to prioritize your own workload and handle competing deadlines?
- ✚ Do you have experience with Google Drive, Dropbox, Quickbooks Desktop and Microsoft?
- ✚ Familiarity with marketing / creative design.

If you answered yes, then.

Let the
JOURNEY
Begin!

WHO ARE WE?

At JDC our passion is to give the ultimate experience to our clients, staff, trades, suppliers and everyone involved in the journey. JDC proudly believes in the concept that by building honest relationships one can build anything. Let's begin this amazing journey together.



JANSSEN DESIGN
DRAFTING & CONSTRUCTION
CUSTOM HOMES, ADDITIONS & RENOVATIONS

With over 35 years of combined design experience and a century of combined construction experience, JDC provides an exceptional level of service throughout all aspects of the company.

We have a process that is second to none when dealing with clients. It starts with interpreting ideas into plans and then forming those plans into an end project that fits the client's lifestyle. At JDC we have a very interactive decision-making process that includes the client during all stages.

JDC is centrally located in Southern Ontario and has worked on client's dream homes and cottages in such places as Orangeville, Caledon, Wasaga Beach, Kincardine, Stouffville, Thornbury, Collingwood, Keswick, Cottage Country among others. We have a wide range of experience in residential and commercial construction, and our employees and local trades are committed to a high level of attention to detail.





This is for you if:

- You love to keep things organized and filed correctly to have better flow of finding things
- You love to track how things work, how projects are doing, numbers?
- You love working as a team player for a growing construction company
- You're fascinated by how people engage & interact through technology via the wide world web

THE ROLE:

You will be:

- ✚ To audit, review incoming invoices, match to packing slips and enter invoices into AP system to assist with tracking jobs. Understanding of simple accounting.
- ✚ Prepare notice of projects, job boards and locates for new start-ups. Assist with events
- ✚ Keep Health & Safety certifications up to date with JDC team members.
- ✚ Assist in preparing warranties for all waterproofing jobs.
- ✚ Fax/photocopy/scan and email documents daily for different JDC personnel. Mailings.
- ✚ Assist Department Personnel in keeping up with pictures from job sites and recording in Customer drop-box files. Aid with video production, drone usage, and marketing material would be helpful.
- ✚ Attend GSR meetings. Keep office stocked.



JANSSEN DESIGN
DRAFTING & CONSTRUCTION
CUSTOM HOMES, ADDITIONS & RENOVATIONS

THE BENEFITS:

- ✚ An opportunity to join a talented fast growing construction company.
- ✚ Knowing that you are a part of keeping JDC a well-organized TEAM!
- ✚ Mentorship and learning from experienced business leaders.
- ✚ Yearly TEAM cultural events
- ✚ Benefits
- ✚ Monthly breakfast meetings with the rest of the JDC TEAM.
- ✚ An hourly wage with an opportunity for some extra bonus packages.



If this sounds like you and you are ready to join the “JDC JOURNEY”, then connect with Margaret and let her know that you are a great fit for JDC.

Margaret Janssen
Manager of Corporate Affairs
JDC Custom Homes Inc.
519-925-0663
margaret@jdccustomhomes.ca

