ROLES WITHIN A CONSTRUCTION COMPANY

# PRESIDENT/OWNER/GENERAL MANAGER

* Company Vision
* Inventory management (Lots/Spec Homes/Show Homes)
* Equity management
* Strategic Direction
* Product Development
* Leadership
* Financing
* Signing Authority
* Customer Satisfaction
* Company Profitability
* On-Boarding/Job Descriptions/Employee Contracts

# FINANCE MANAGER

* Cash Flow reporting
* Financial statements
* Accounting Controls
* Forecasting
* Budgeting
* Insurance Compliance
* Work in Progress Reporting
* Mortgage & Debt Reporting
* Year End Preparation
* Contract Review (Lot/Customer/Legal)
* Margin Reporting

# CONSTRUCTION ACCOUNTANT

* Accounts Receivable
* Accounts Payable
* Cheque Runs
* Payroll
* Government Remittances (T4’s, Payroll, GST, Corporate, T5018’s)
* Account Reconciliations
* Deposits
* Conveyancing/Legal Closings
* WCB Compliance
* Job Cost & Variance Reporting
* Process of Back Charges
* Warranty Cost Tracking

# OFFICE MANAGER

* Reception
* Junior Accounting
* Office Supplies
* Administrative Assistant
* Office Leases
* Filing and Paperwork Management
* Permit Applications
* Answer General Email & Phone Call Inquiries
* Manage Calendars & Book Appointments/Meetings
* Process Expense Reports
* Credit Card Maintenance & Reconciliations

# SALES AND MARKETING MANAGER

* Customer contracts (Schedule B – Customer Changes @ Contract Signing)
* Managing Show Homes
* CRM Management
* Trade Shows
* Open Houses
* Signage
* Branding
* Website/Social Media
* Marketing Budget
* Marketing Plan
* Managing Specifications
* Final Walkthrough and Key Turnover
* Architectural Guideline Review

# SALES ASSOCIATE

* Customer Follow-up
* Show Home Attendance
* Lead Generation
* Customer Engagement
* Sales Documentation
* Brochure Management
* Customer Gift Baskets
* Customer Deposit Receipts

# INTERIOR DESIGNER

* Selections
* Designing of Spec/Show Homes

# PROJECT COORDINATOR

* Change Order Management
* Customer Liaison
* Selection Deadline Management

# PROJECT MANAGER

* Job Scheduling (Builder Trend) (Pre-release & Construction)
* Trade Accountability
* Scopes of Work
* Construction Volume & Work Flow
* Ensure Jobs are Completed On-time/On-Budget
* Procure Material/Equipment & Sub-Trades as Required
* Maintain Customer Possession Schedule & Dates

# ESTIMATOR

* Job Budgets
* Tendering Process
* Purchase Orders
* Invoice & Variance Approval
* Trade Contracts
* Review Contract @ Signing to Confirm Customer Changes Have Been Charged to Client
* Final Margin Sheet @ Contract Signing
* Maintain Trade List & Contact Information

# DESIGNER

* Renderings & Design Drawings – New Product
* Drawing Review @ Contract Signing (to match customer changes)
* Release to Construction Drawings

# CONSTRUCTION MANAGER

* Trade Accountability
* Site Safety
* Quality Control
* Framing Walkthrough
* Electrical Walkthrough
* Review Specifications & Drawings @ Contract Signing
* Facilitate & Organize Sub-Trade Meetings

# SITE SUPERVISOR

* Site Management
* Supervise Trades
* Site Cleanliness
* Hazard Assessments & Safety Inspections
* Monitor Sites for Theft/Damage/Back Charges
* Site Photographs

# SITE LABOUROR

* Hands-on Construction Work
* Support Site Super

# SERVICE AND WARRANTY SUPERVISOR

* Customer Walkthrough
* 30 Day Walkthrough
* 90 Day Walkthrough
* 1 Year Walkthrough
* Deficiency List Maintenance
* Trade Day – Warranty Scheduling

# SAFETY OFFICER

* Safety Manual Maintenance
* Safety Training
* COR Compliance
* Site Inspections
* Safety Reports/Paperwork
* OH&S Reporting