



Administrator

About us

Founded in London, Ontario, BuilderBase focuses on how Builders and Renovators communicate with clients, skilled trades, municipalities, etc. BuilderBase software is explicitly created for builders by builders. It makes your builds easier. Organize everything online from contracts, trade quotes, and even client selections. All online, all BuilderBase!

The opportunity

As our administrator you will:

- Act as our first point of contact.
- Welcome visitors, and answer, screen, and forward incoming calls.
- Process company sales transactions and accurately invoice our clients.
- Conduct financial duties, including: processing cheques, accounts payable and receivable duties, and basic bookkeeping functions.
- Respond and resolve client queries.
- Plan and schedule appointments and events.
- Generate reports, as required.
- Perform a variety of administrative tasks.

About you

You are someone who:

- Is enthusiastic and eager to be part of something BIG!
- Is a self-starter and motivated to get things done with minimal supervision.
- Thrives in a fast-paced and dynamic environment.
- Has a keen eye for detail and numbers, with a demonstrated ability to identify discrepancies and mitigate errors.
- Is a strong problem solver.
- Is organized and able to prioritize and multi-task.
- Has the ability to effectively and efficiently use Microsoft Office suite of products, specifically: Excel and Word.
- Is comfortable using a variety of systems. Experience with Salesforce, POS systems (we use Stripe!), FreshBooks and/or QuickBooks is required.
- Has previous experience with accounts payable and accounts receivable.
- Is comfortable with communicating with clients over the phone.
- Has a diploma or 1-2 years of relevant work experience in business administration.

The perks

Looking for a progressive, casual, and upbeat environment? Look no further. We are a growing start-up dedicated to providing a product like no other to the booming construction industry. Joining our team means you will be part of something great! You will have the opportunity to help us build our business from the ground up – we promise you will never be bored.

BuilderBase is an equal opportunity employer and will make accommodations available to applicants with disabilities upon request and throughout the entire recruitment process.



Thank you for considering a career with BuilderBase.