



Subcontracts Administrator Full-Time

Campbell River Region
Campbell River

Monday August 31, 2026

\$21 - \$25/ hour (\$49,600 to \$62,000 per annum)

Company: Seymour Pacific Developments

Website: <https://seymourpacific.ca/careers/>

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please apply directly at:

<https://seymourpacificdevelopmentsltd.applytojob.com/apply/DTfiWPn5BI>

Expiry Date:

Monday, September 14, 2026

Details:

The Contracts Administrator will be responsible for the oversight of all contract and schedule related documentation for both the Subcontracts and Project Management teams. The ideal candidate will demonstrate excellent administrative skills, be flexible, and work effectively in a fast-paced environment Your contributions to the team include:

- Ensure accurate processing of contract requests including but not limited to the overall administration, drafting, distribution, and completion of all subtrade contract agreements, change orders, and professional service agreement awards
- Establish and update records of all correspondence related to contract activity
- Ensure contracts are complete and finalized
- Prepare reports and analyses as required
- Attend project meetings and take detailed meeting minutes with a high degree of accuracy for distribution to the project team
- Develop and maintain professional working relationships with external contractors and key stakeholders
- Prepare and modify documents including correspondence, emails, reports, department processes, distribution groups, drafts and logs from clients, business partners, and vendors
- Ensure contractual information and databases used by the project team are up to date and accurate
- Daily communication with on-site head office staff, consultants, and subcontractors
- Input and update construction management software
- Continuously communicate site information, risks, and issues from updates
- Provide support to Accounts Payable regarding contract invoicing and act as a liaison as required

What we offer: Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive salary starting from \$49,600 to \$62,000 per annum, this will be determined by your skill set, education and

experience. You will also be eligible to participate in the Company's benefits program covering:

- Employer paid extended health, vision, and dental coverage (including family)
- Employee and Family Assistance Program
- Employee Referral Program
- Yearly health and wellness benefit
- RPP eligibility after 1 year
- Employee recognition program
- In-house professional development opportunities

Why Seymour Pacific? Seymour Pacific Developments is an industry leader in building multi-family homes with unparalleled speed and efficiency. We develop and build over 1000 units a year by leveraging effective teamwork and industry expertise. We offer excellent wages and benefits, as well as a variety of training for employees who are motivated to succeed and want to expand their horizons. Seymour Pacific Developments practices equal opportunity hiring and onboarding processes to ensure equal access and participation for everyone. We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment and we are committed to creating an inclusive environment for all employees irrespective of race, colour, religion, sexual orientation, gender identity, or any other status protected by law. We believe in integrating people with disabilities into our workforce by removing barriers and meeting accessibility needs.

Qualifications & Experience:

What you need to be successful:

- Strong proficiency in MS Office
- Working experience using construction management software or ERP
- Minimum two years' working in an administrative role
- Exceptional time management and organizational skills
- Effective communication skills, both oral and written
- Strong interpersonal skills to build and foster partnership with teams
