



1810-14<sup>TH</sup> STREET EAST | BRANDON, MB | R7A 7V2

MNK Mechanical Services is a plumbing and mechanical contracting company in Brandon, Manitoba. We have recently entered the commercial HVAC/Refrigeration service industry and are in high demand. We complete residential projects, commercial contracts, along with providing commercial HVAC/Refrigeration service with a professional and knowledgeable approach. Our company is growing, and we are looking to build our team! We are currently accepting applications for:

#### **CONTRACT ADMINISTRATION**

- Works closely with all levels of management on bidding contracts
- Experience in the construction industry is an asset.
- Must be able to effectively communicate both written and verbally with customers, clients, contractors, co-workers, and management.
- Organizational skills, ability to prioritize and attention to detail a must.
- Must be able to work independently as well as with a team.
- Proficient in Microsoft Office, specifically excel and the ability to adapt to other software programs.
- Exceptional problem-solving skills is an asset.
- Responsible, reliable and self motivated.

Tasks, include but are not limited to:

- Bidding contracts
- O&M manuals – Organize data and submission to project generals.
- Project tracking – correspondence, emails, schedules, etc.
- Managing shop drawings, submission for approvals and distribution to suppliers
- Job Administration – tracking, PCNs, RFIs, change orders, quotes, bid submissions, recording meeting minutes at all job meetings, and any other related administration.

If you want to join a growing company who offers competitive wages, health benefits package, COR safety program, and who appreciates their employees, then we want to hear from you. Please send your application to: [info@mnkmechanical.ca](mailto:info@mnkmechanical.ca)

Only applicants being considered for positions will be contacted for an interview. Please do not call.

#### **Mail or drop off resume to:**

1810 14<sup>th</sup> Street East

Brandon, MB, R7A 7V2

Monday – Friday 8:00am to 4:30pm