



1810 14TH STREET EAST | BRANDON, MANITOBA R7A 7V2 | 204-728-3936

Office & Contracts Administrator

Company Background:

MNK Mechanical Services Ltd started in 2019 as a COR certified Plumbing, HVAC, & Ventilation company with experience in a wide variety of commercial & residential projects including schools, hospitals, government buildings, and multi-family housing.

In 2022 MNK Mechanical Services obtained their QA Status and has continued to date with a clear up to date record.

MNK Mechanical Services office & field personnel come from various trade backgrounds & have many years of combined experience with all types of projects. We take pride in our hiring process, while looking to grow with stability for the future.

Contracts Administrator Duties:

- Work closely with all levels of management.
- Work with management to develop final bid price.
- Secure insurance, & bonding.
- O&M Manuals – Organize data, & submission to project generals.
- Project tracking – Correspondence, emails, schedules.
- Managing shop drawings – Submission for approvals, & distribution to suppliers.
- Job administration – Tracking, PCN's, RFI's, change orders, quotes, bid submissions, recording meeting minutes at job meetings with upper management.
- Other duties as assigned by upper management.

Accounting Duties:

- Post Payables.

Additional Requirements:

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

If you would like to join a growing company who offers competitive wages, health benefits package, retirement package, COR safety program, & who appreciates their employees then we want to hear from you!

Please send your application to: maryann@mnkmechanical.ca

Mail or drop off resume to 1810 14th Street E Brandon, MB R7A 7V2 (Monday – Friday 8:00am to 4:30pm)

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