

Job Information

Employer Name: SAHURI + Partners Architecture

AAA Member : Yes No

Job Title: Intermediate to Senior Contract Administrator

Job Type (F/T or P/T): F/T

Location(s): Calgary, Alberta

Expected Start Date: As soon as possible

Website Address: www.sahuri.com

Job Description

We at SAHURI take pride in what we do. Our people are passionate and committed to producing design that is considered and bring design intent to every project. We are looking for incredible people to join our team and contribute to this vision. Bring your skills, experience, and creativity and you will understand the rewards that come from working within a successful team environment.

We are currently looking at augmenting our technical team by filling the following role:

Intermediate to Senior Contract Administrator

Responsibilities:

- Work internally with the design and production team to understand the design intent
- Review of Contract Documents and specifications prior to tender
- Work internally with the design and production team to bring lessons learned through construction
- Site review and meetings
- Preparation and distribution of Site Instructions, Contemplated Change Orders, Change Orders, Certificate of Payment, Field Reports
- Coordination of Consultants
- Liaison with client and contractor

What we are looking for in our team:

- You are engaged and passionate about what you are doing and will take the time needed to make everything you are working on great
- You are organized
- You are solution based. You will review the information provided and consider how to improve it, to support the design intent, to make a detail enrich the whole
- You support the rest of the office:
 - o take time to learn from and educate each other
 - o Provide peer reviews and help the team improve together
 - o Take the time to know what the person beside you is working on
- You understand Canadian construction practices
- While your education may vary, you have been in the construction industry, in a contract administration role for the last 5 to 10 years.

Qualifications & Skill Sets

- 5 to 7 years' experience
- Graduate of a recognized technical college
- Ability to work as part of a team
- Excellent communication skills
- Well-rounded experience, with an emphasis on commercial and institutional projects
- Healthcare experience an asset
- Experience with wood and steel construction details
- Thorough knowledge of the BC and Alberta Building Codes

Contact Information

(Please indicate any documents which applicants are required to submit, i.e. portfolios, cover letter, etc)

Please submit resume in PDF format to sahuriresumes@sahuri.com