

## Job Information

Employer Name: HCMA Architecture + Design

AAA Member :  Yes  No

Job Title: Senior Contract Administrator

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

Location(s): Vancouver, BC

Expected Start Date: ASAP

Website Address: <https://hcma.ca/>

## Job Description

HCMA Architecture + Design challenges the traditional boundaries of architectural practice by asking one question. "How do we achieve the maximum positive impact?" In the ways that we work, design, give back, and connect - we are catalysts for healthier, more creative, more engaged communities.

**ARE YOU COMMITTED TO THE REALIZATION OF EXCEPTIONAL ARCHITECTURE, WITH THOUGHTFUL DETAILS AND REFINED EXECUTION?**

We are looking for a highly motivated Senior Contract Administrator to join our team.

If we asked you "What's possible?", would you look for an answer? HCMA Architecture + Design is serious about improving our world through architecture, promoting social sustainability, and being engaged in a broad spectrum of civic issues. To do this, we bring together passionate, intelligent and highly motivated people who want to make a significant impact. HCMA is looking for a Senior Contract Administrator for our team in Vancouver. We are interested in individuals who are excited by the future of architectural thinking, and who thrives on community, construction, and city building.

## Qualifications & Skill Sets

We're looking for people who possess:

- Understanding of the practice of architecture as a collaborative and co-creative enterprise with clients, consultants and constructors. Someone who contributes eagerly, mentors wholeheartedly and learns continuously.
- Ability and drive to apply rigour and design intent to all levels of detailing and specifying, bringing structure and strategy to CD and CA phase delivery.
- An innovative approach to architecture, building technology, construction methodology and documentation, and contract administration.
- Impeccable organizational and communication skills, combined with facility across multiple software platforms, allowing them to manage multiple projects.
- Leadership ability working with constructors to bring out their best, combined with strong mediation and negotiation skills.
- 10+ years of related Canadian experience in the production of construction documents, contract administration and/or direct construction experience.
- A professional degree in Architecture, or an Architectural Technologist Diploma from a recognized post-secondary institution. AIBC registration is preferred.
- Revit wizardry as an asset.
- A willingness to bring their own particular interests to us and enhance our dynamic office culture.

## Contact Information

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

If this opportunity in Vancouver excites you and you want to learn more, please reach out to us at [careers@hcma.ca](mailto:careers@hcma.ca). Be prepared with a resume and portfolio, but most importantly we want to know what you are passionate about and why HCMA Architecture + Design is right for you.