



## Job Information

Employer Name: **A.D. Jordan Architect Ltd.**

AAA Member :  Yes  No

Job Title: **Senior Architectural Technologist**

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

Location(s): **Edmonton, AB**

Expected Start Date: **May 1, 2019**

Website Address: **adjordan.ca**

## Job Description

We are looking for a senior architectural technologist / Architectural project manager to join our team in Edmonton. The ideal candidate shall be able to manage and coordinate the technical part of an average commercial or industrial architectural project. Responsibilities include:

- Preparation of full set of construction drawings using CAD and Revit 2018
- Preparation of presentation drawings, 3D renderings and visual graphics
- Preparation of supporting paperwork i.e. site instructions, change orders etc.
- Coordination and liaison with permitting authorities, clients, sub consultants and contractors
- Conducting site visits, meetings and inspections
- Mentoring junior staff members
- Other duties and tasks as needed

## Qualifications & Skill Sets

- Minimum 6 years demonstrated Canadian experience in commercial and industrial projects
- Strong communication and inter-personal skills
- Extensive experience in Autodesk Revit and AutoCAD (2D and 3D) with the ability to produce professional quality 3D renderings and visual graphics
- Experience in MS Word, Excel, Powerpoint etc.
- Experience in Alberta Building Code, the national building code and other regulations is an asset
- Willingness and ability to travel to other cities and provinces (BC, SK and MB)
- Ability to work independently and under pressure on multiple projects to meet tight deadlines
- Ability to lead a small team of junior staff

## Contact Information

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

Please send your documents to [admin@adjordan.ca](mailto:admin@adjordan.ca)  
We thank all applicants, only those selected for an interview will be contacted