

## Job Information

Employer Name: S2 Architecture

AAA Member :  Yes  No

Job Title: Senior Contract Administrator

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

Location(s): Calgary

Expected Start Date: **Immediate**

Website Address: [www.s2architecture.com](http://www.s2architecture.com)

## Job Description

S2 Architecture is looking for an experienced Senior Architectural Contract Administrator to join our dynamic team in our Calgary studio.

Reporting to the Manager, Quality and Contract Administration, the successful candidate will have a high level of experience with the construction phase of architecture. This individual will work with the Project Team, Client and Contractor in bringing the project from the contract documentation stage through to the completion of the construction phase, including commissioning and operation of the building. This role requires advanced working knowledge of the Building Code, industry standards and the ability to interface with clients, architects, designers, engineers, and contractors.

In this role, you will:

- Perform site reviews to determine compliance with construction contract and relevant building codes.
- Prepare reports to document progress and identification of deviation from the construction contract.
- Liaise with owner and contractor to resolve issues in a timely manner.
- Track and review shop drawings, schedules, samples, alternate requests, and project change documents to ensure all project documentation is accurate and complete.
- Coordinate, evaluate and process payment certifications.
- Lead the substantial performance review process, evaluating project completions and processing of final payments.
- Coordinate with contractor, sub-consultants or relevant building authorities to address and document field issues and to clarify constructibility or owner concerns.
- Prepare and coordinate project change documentation, including sketches and drawings or facilitating preparation of sketches and drawings with internal and/or external teams.
- Chair progress meetings before, during, and after the project to exchange information and resolve issues or concerns with various key stakeholders.
- Prepare and issue meeting minutes and track issues for resolution.
- Ensure that all project close-out documents are submitted and forwarded to appropriate parties upon completion of the project.
- Assist design and technical staff with constructibility reviews and provide feedback / mentor-ship.
- Represent the organization and interact in a professional manner with clients, sub-consultants, suppliers, and contractors.
- Continually stay educated with current building systems, trends, and building code changes.
- Attend regular internal coordination meetings to report on progress and issues related to assigned projects.
- Ability to travel to project locations, as required.

## Job Description - Continued

Shape the world with us:

At S2, you'll be part of positively impacting the environment of where people live and work. Join our passionate, energetic and collaborative 100+ person team where creativity, innovation and teamwork is encouraged and actively cultivated.

We're an architectural, interior design and master planning firm with more than 25 years of award-winning experience with studios in Calgary, Edmonton and Vancouver. Our work spans a broad range of building and project types and the foundation of our success is deeply rooted in the delivery of creative and functional solutions for our clients, our communities and the environment.

Our people are our biggest assets and we invite talented, inspired individuals who bring energy and passion to join our fun and creative work environment.

What you'll receive:

- A competitive salary.
- A comprehensive Benefits Plan.
- Unique corporate initiatives including S2 Days and an Employee Profit Sharing Plan.
- A fun, creative and enjoyable work environment with company sponsored social events.
- Inclusive and vibrant office culture.
- Opportunity for personal and professional growth.
- An inspiring and collaborative studio atmosphere.
- Meaningful work contributing to the design of buildings and spaces that leave a positive impact on the community.

## Qualifications & Skill Sets

You are:

- Able to use discretion and maintain confidentiality at all times.
- Organized and able to manage multiple deadlines efficiently.
- Excellent at being able to prioritize and multi-task abilities in high pressure environments.
- An excellent communicator and able to modify communication styles to meet the needs of the audience.
- Able to work independently and / or with others.
- Experienced in contract administration of construction projects
- Experienced in the coordination of multi-disciplinary consulting activities
- Physically able to access construction sites
- Professional and ethical
- Committed to quality
- Able to make sound judgment calls with strong analytical and problem solving skills.

What you bring:

- 10 + years of progressive experience within an architectural office setting.
- Related Post-secondary education or a combination of direct construction experience and education, may be considered
- Certified Construction Contract Administrator would be an asset.
- Membership in a relevant professional association would be an asset
- Valid driver's license and vehicle
- Advanced knowledge and understanding of construction and consulting contracts
- Advanced knowledge of project design process, creative detailing, specifications and overall building systems.
- Advanced knowledge of building codes and regulatory requirements
- Knowledge of AutoCAD and Revit experience would be an asset.

## Contact Information

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

Please forward your resume to [jobs@s2architecture.com](mailto:jobs@s2architecture.com)

For further information about S2 Architecture or this position, please visit our website at [www.s2architecture.com](http://www.s2architecture.com)

S2 Architecture is an equal opportunity employer that is committed to the principle and practices of employment equity. We invite all qualified woman and men, including persons with disabilities, visible minorities, and Aboriginal Peoples to apply for our career opportunities.