

Job Information

Employer Name: Lemay + Toker

AAA Member : Yes No

Job Title: Architecture Contract Administrator

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

Location(s): Edmonton, AB

Expected Start Date: August

Website Address: www.lemaytoker.com

Job Description

CORE RESPONSIBILITIES

The Architecture Contract Administrator will be responsible for the administration of all project related documentation and information during the construction phase.

Responsibilities include (but not limited to):

Produce constructability content for feasibility studies, functional and budgetary studies

Coordinate production of technical estimates and documents required for construction approvals and permits

Prepare order of magnitude cost estimates

Conduct client presentations and facilitate transdisciplinary meetings during construction

Develop work plans and monitor project budgets

Prepare and execute Construction Contracts and Change Management documentation

Collaborate onsite with Clients, Contractors, and Engineering partners

Qualifications & Skill Sets

QUALIFICATIONS

Professional degree in Architecture/Building Science Engineering from a recognized post secondary institution, or direct construction experience

5+ years related experience in contract administration or direct construction experience

Knowledge in Alberta Building Code, Specification, and Contract Administration forms and procedure

Experience in Office, Commercial, Institutional, and Healthcare building types

LEED® AP or knowledge of LEED Guidelines preferred

Proficient in MS Office (Outlook, Excel, Word)

Ability to work independently and manage multiple mandates and priorities simultaneously

Positive and proactive attitude

Excellent organizational skills and ability to prioritize

Relationship building skills required.

ADVANTAGES

High-visibility projects

Competitive salary

Group insurance plan

Fast-paced, creative learning environment

Collaborative, transdisciplinary studios

PLACE OF WORK

Lemay + Toker Edmonton #202 10526 Jasper Ave NW Edmonton, AB

Travel to the Calgary Office is required

Contact Information

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

TO APPLY

Please send your application by email to mgarcia@lemay.com