

Job Information

Employer Name: **KMBR**

AAA Member : Yes No

Job Title: **Sr. Contract Administrator**

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

Location(s): **Vancouver, BC**

Expected Start Date: **ASAP**

Website Address: **www.kmbr.com**

Job Description

KMBR is a boutique firm of over 20 individuals who believe strongly in the value of public interest and community architecture. The practice is founded on a culture and organization of diversity, where the strengths and interests of each member of the firm are matched to the project roles and requirements. We believe that every person should be recognized for their unique abilities and connected with fulfilling work. Collaboration among staff and other stakeholders ensures a cross-fertilization of ideas, and helps keep our design process and solutions fresh.

Our project sectors range from K-12 and post-secondary education, to public safety and healthcare. We provide a supportive team environment in a friendly, professional atmosphere and offer: a competitive salary and benefit plan, flex time, professional development benefit, and company paid social functions.

POSITION OVERVIEWP:

At KMBR our team is our greatest asset and we always seek to hire the most talented people in the architectural industry. For an intermediate technologist we offer unique opportunities to develop skills in client relationships, team management, and construction contract administration. Team members are involved in all project phases, focusing on design development through production of drawings, construction administration, site review and project close-out.

While we are looking for people who are specifically suited to our immediate needs, we support and encourage each individual's professional development goals and long-term growth at KMBR, for the right candidate there are no limits to what this opportunity could develop into.

Qualifications & Skill Sets

RESPONSIBILITY:

- ? Review and comment of Contract Documents
- ? Review and comment of Specifications
- ? Site Review and Meeting coordination
- ? Experience with CCDC2 Contract mandatory
- ? Reporting, Contemplated Change Orders, Change Orders, Certificate for Payment review
- ? Respond to Contractor' s RFI' s
- ? Deal with municipal authorities for permit compliance and occupancy permit process
- ? Consultant coordination and liaison
- ? Office documentation

REQUIREMENTS:

The right candidate will have:

- ? Graduate of a recognized technical college
- ? 5-10 years' experience with K-12, public safety, post secondary, and / or municipal projects
- ? Experience in wood and steel construction detailing
- ? Thorough knowledge of the BC Building Code
- ? Building envelope knowledge or accreditation
- ? Excellent oral and written communication skills
- ? Extremely well organized with good interpersonal skills
- ? Proficiency in Microsoft Office, Revit and Autocad
- ? Ability to coordinate consultants and office staff

Contact Information

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

If you are passionate about architecture, motivated to innovate, and expect personal growth through collaboration and team work, we would like to hear from you.

To apply, please email your resume and current portfolio in PDF format to info@kibr.com or deliver a hard copy by post mail or in person to KIBR Architects Planners Inc., 300 - 152 West Hastings Street, Vancouver, BC V6B 1G8.