

Job Information

Employer Name: Rockliff Pierzchajlo Kroman Architects

AAA Member : Yes No

Job Title: Contract Administrator

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

Location(s): Edmonton

Expected Start Date: Immediate

Website Address: www.rpkarchitects.com

Job Description

Duties

Administer construction contracts both in the field and in the office
Prepare and issue contract documentation per industry standards
Attend site meetings, undertake periodic reviews of construction
Work closely with team members, both internal and external, to resolve any questions in a collaborative manner
Liaise with both client and contractor in a professional manner

Qualifications & Skill Sets

Qualifications

Graduate from an accredited post-secondary Architectural Technology program
A minimum of 5 years of experience working as a contract administrator required
Experience with Microsoft Office required
Experience with Revit, AutoCAD, Bluebeam, and cloud-based contract administration tools are assets
Experience composing/ writing specifications is an asset
Knowledge of the Alberta Building Code and City of Edmonton Bylaws required
LEED certification is an asset
Experience working with institutional and mixed-use projects is an asset

Skills, Strengths, and Interests

Ability to work closely with senior staff in a collaborative setting
Excellent interpersonal, oral and written communication skills
Ability to build and maintain great client relationships
Ability to work independently as well as with diverse team members
Superb organizational skills and a keen eye for detail
Willingness to learn
Committed to personal and professional development
Enthusiastic and passionate about our built environment

Contact Information

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

All submission to include cover letter and CV. Please email admin@rpkarchitects.com.