

Job Information

Employer Name: CHP Architects

AAA Member : Yes No

Job Title: Contract Administrator

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

Location(s): Abbotsford / Chilliwack BC

Expected Start Date: November 2016

Website Address: www.chparchitects.com

Job Description

Dynamic | Diverse | Community

Join a culture of innovative and creative problem solvers working together to create cutting-edge design solutions in our award winning architectural and landscape architectural consulting practice. Always learning, not content with status-quo, we encourage individual and team development and continually exceed client expectations in various dimensions.

Each team member is truly valued with collaboration and open communication essential, plus opportunities for growth encouraged on a range of dynamic projects in the education & community facilities, affordable & care housing, and mixed use, residential, & commercial. Continually expanding, CHP's projects extend from the rugged west coast of Vancouver Island, to urban Vancouver and suburbs, through the Okanagan to BC's interior and beyond.

A few perks of why professionals and their families find this area ideal (<https://youtu.be/GKYn3Z10UnI>):

- located in the heart of Canada's warmest winter climate
- an outdoor mecca - surrounded by lakes, rivers, mountains, world-class fishing, golfing, hiking and skiing
- within an hour's drive of the ocean and downtown Vancouver
- affordable living in an outdoor paradise
- relief from commuter stress

Don't get stuck in a rut – love where you work! Click on www.chparchitects.com to see your potential, and keep up with CHP culture on Instagram, Facebook, Twitter and the like.

Qualifications & Skill Sets

Contract Administrator / Field Services:

Seeking an experienced Contract Administrator who is proactive, detail-oriented, communicates well and has experience with the construction industry. Review projects in the construction phase on-site to ensure conformity, coordinate changes, review shop drawings, lead site meetings and coordinate with the project team to ensure a smooth-running project.

The ideal candidate will be a team player who has:

- Minimum 2-year Architectural Technology Diploma, or equivalent
- Minimum 5 years experience with BC construction methods and projects
- Proficient knowledge in BC Building Code and its application to construction projects required
- Certificate in fire-stopping procedures
- Experience with reviewing shop drawings and processing construction administration paperwork
- Valid BC drivers' license, own vehicle and ability to drive throughout BC
- Excellent English written, verbal and visual communication skills
- Organized, able to work well independently, flexible

Contact Information

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

This full-time position offers a competitive salary including full health & dental benefits and has a flexible start date, ideally late November or early December. Apply by sending your cover letter and resume to chp@chparchitects.com.

We thank all applicants for their interest, however only those selected for an interview will be contacted.