

WE'RE HIRING

intermediate contract administrator

term	full time
salary	dependent on level of experience
start date	immediate

required qualifications

- Graduate from an accredited post-secondary Architectural Technology program
- Minimum of 5 years of experience working as a contract administrator
- Experience preparing change requests and site reports, assessing and producing monthly progress billings
- Knowledge of the Alberta Building Code and City of Edmonton Bylaws
- Experience with Microsoft Office

assets

- Experience composing/ writing construction specifications
- Experience with various contract types and project delivery systems
- Experience working with institutional and mixed-use projects
- LEED certification
- Experience with Revit, AutoCAD, Bluebeam, and OnWare
- Experience communicating remotely using MS Teams, Yammer, or Zoom
- Experience with lean principles

duties

- Administer construction contracts both in the field and in the office
- Prepare and issue contract documentation per industry standards
- Chair or attend site meetings, and prepare meeting minutes
- Undertake periodic reviews of shop drawings
- Work closely with internal and external team members to resolve any questions in a collaborative manner
- Liaise with both client and contractor in a professional manner



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skills, strengths, and interests

- Ability to build and maintain great relationships with staff, managers, external partners, and clients in a collaborative setting
- Excellent interpersonal, oral and written communication skills
- Ability to work independently as well as with diverse team members
- A keen eye for detail
- Strong analytical and organizational skills
- Committed to personal and professional development
- Enthusiastic and passionate about our built environment

temporary remote work

- Due to Covid-19, this position will include temporary remote working
- In-person attendance at construction sites in the Edmonton area is required.

All submissions to include cover letter and CV.