

# WE'RE HIRING

## contract administrator

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

### 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

### 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

### 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

All submission to include cover letter and CV.



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