

KMBR is a boutique firm of 25+ individuals who believe strongly in the value of public and community architecture. We cherish our diverse culture and matching employee strengths and interests with project roles. We're seeking like-minded, creative people to join our team. We pride ourselves on supporting the long-term aspirations of our employees and creating a fun, innovative workplace. From our office in the heart of Gastown, we provide employees with a competitive salary and benefit plan, flex time, professional development benefit, company-paid social functions and you can also bring your dog.

Intermediate or Senior Construction Contract Administrator

Permanent, Full Time

KMBR gives preference to direct candidates rather than through a recruiter

POSITION OVERVIEW

As construction administrator, you will be responsible to administer large, institutional projects through the construction phase. You will work largely independently but in close communication with the lead designer and/or principal in charge. You will assist with quality control procedures, in reviewing construction documents as well as providing feedback from the field (lessons learned).

RESPONSIBILITIES

- Complete contract administration services including:
 - payment certification
 - responding to contractor's RFIs
 - issuing of supplementary instructions
 - change orders including pricing reviews
 - shop drawing and submittal reviews
 - deficiency reviews
 - project close-out coordination
- Field reviews and attendance at construction site meetings
- Coordinating with other consultants
- Coordinating with Authorities Having Jurisdiction
- Communicating with the owner

REQUIREMENTS

We foster a workplace that's inclusive and diverse. The right candidate will have:

- Experience with large institutional or commercial projects delivered under a stip sum (CCDC2) contract will be an asset
- Experience designing/producing architectural contract documents for institutional projects
- 2-year technology diploma or post-secondary degree is desirable but equivalent education or job experience will be considered
- Excellent verbal and written English communication skills

To apply, please email a cover letter and your resume and portfolio in PDF format to careers@kmb.com. Your submission will be carefully reviewed in confidence. Only those selected for an interview will be contacted.

