
About Us

SRM Architects is a growing Architectural firm with over 75 staff. We are looking for a Project Administrator who is interested in joining our Toronto team.

We believe that architectural designs should embody both functionality and innovation. Guided by this philosophy, our designers make use of light, colour, and fine materials to produce dynamic spaces and strive to produce exceptional designs that meet our clients' vision, budget, and schedule.

To learn more about our company, please visit srmarchitects.ca

Why Work for SRM Architects Inc.?

- We offer opportunities for on-the-job learning, development, and growth
- Exposure to a wide variety of project types including multi-residential, commercial, office, and institutional projects
- Flexible Schedule and use of Banked Time System
- Yearly Bonus Program, eligible for participation in after one year of service at SRM
- Health and Dental Benefits in addition to a Health Spending Account
- Employee Assistance Program [EAP]
- Company Pension Plan after one year of service at SRM
- Cost of Professional Fees and the exams and courses required to maintain a continued level of knowledge and expertise [agreed upon prior to registration]

Responsibilities

- Developing and updating project schedules in Microsoft Project or related program
- Coordinating and booking meetings that are both internal and external with clients and consultants
- Completing meeting minutes for review and distributing appropriately
- Coordinating municipal submissions and responses such as applications for Site Plan Approvals and Building Permits
- Reaching out to consultants, reviewing the quotes received for completeness, ensuring coordinating owner has signed off
- Assisting with preparation of proper project documentation and completion of paperwork such as Tarion forms, change orders, supplemental instructions, proposed changes, field review reports, certificates for payment and response letters

Qualifications

Our Ideal candidate will possess the following qualities:

- 2+ years of experience working as a Project Administrator or Project Coordinator
- Post-Secondary Education in Project Management, Architectural Technology, Construction Management, Project and Facility Management or related field
- Proficient in Microsoft Project and Asana or related program
- General knowledge and understanding of architectural standards, building sciences, construction technologies and practices
- Ability and aptitude for learning new software / hardware

- Strong verbal and written communication and organization skills
- Comfortable interacting with clients, contractors, and consultants
- Dedicated to meeting project deadlines
- Able to manage a number of tasks on multiple projects simultaneously
- Able to provide and receive feedback positively

Apply

SRM is an equal opportunity employer and welcomes applications from all qualified candidates.

If you're interested in working in a collaborative and dynamic work environment, we encourage you to please send your resume, portfolio and cover letter to HR@srmarchitects.ca (Subject: Project Administrator).



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