

About Us

SRM Architects is a growing Architectural firm with over 75 staff. We are looking for a Contract Administrator who is interested in joining our Kitchener 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.?

- 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]
- Flexible Schedule and use of Banked Time System
- Exposure to a wide variety of project types including multi-residential, commercial, office, and institutional projects
- We offer opportunities for on-the-job learning, development, and growth

Responsibilities

General Knowledge

- Familiar with the different types of construction project delivery systems and CCDC contracts
- Act as liaison between owners, architects and consultants

Construction Procurement

- Prepare bid packages
- Distribution of bid documents
- Prepare required Addenda documents
- Analyze bids and prepare report for the client
- Issue Letter of Acceptance and Notifications of Unsuccessful Bidders
- Assist in preparing the construction contracts

Construction Administration – Office Functions

- Assembles and issue drawings and specifications required by the contractor for the work which includes all changes and revisions made during the bidding period
- Review authorizations from Authorities Having Jurisdictions
- Review and comment on construction timetable / schedule (such as milestone charts, gantt diagrams)

- Review shop drawings, samples and product data submittals
- Provide timely interpretation of the contract by responding to Requests for Information (RFIs) and issuing Supplemental Instructions (Sis)
- Prepare and issue Proposed Change (PC) forms in a timely manner
- Review contractor's quotations prepared in response to PCs and claims for additional costs initiated by the contractor
- Prepare and issue Change Directives (CDs) and Change Orders (COs) as required
- Maintain a summary of changes list
- Review progress payments requests to monitor progress, compare with actual work performed, verify the receipt of all backups (Statutory Declarations and Certificates form & WSIB) and prepare a Certificate of Payment
- Prepare and distribute Field Review Reports (including deficiency review reports)
- Prepare and update meeting minutes
- Prepare and obtain project close documents (including but not limited to Certification of Substantial Performance, Final Certificate of Payment, Partial Occupancy Reports, Final Occupancy Reports)
- Adhering to SRM Car Rental Policy when traveling to site. Use of personal vehicle will need to be discussed with management

Contract Administration – Field Functions

- Conduct general or field reviews (including deficiency reviews & final field reviews)
- Attend site meetings (chair if necessary)
- Interpret contract documents or resolve problems
- Review and accept samples, mock-ups, etc.
- Meet with consultants, contractors or the client regarding the progress of the construction
- Determine the percentage of work completed (information required when preparing the certificate of payment)

Qualifications

Our Ideal candidate will possess the following qualities:

- 5+ years of experience as a Contract Administrator within the Architecture Industry
- Post-Secondary Education in Architecture or Architectural Technology
- Preference will be given to applicants who are proficient in Revit and AutoCAD
- Solid understanding of current building systems, materials, and all codes in practice (Ontario Building Code, NFPA)
- Comprehensive understanding of architectural standards, building sciences, construction technologies and practices
- Must be comfortable travelling long distances to different sites utilizing company car rental service
- Excellent communication and organization skills
- Experience interacting with clients, contractors, and consultants
- Dedicated to meeting project deadlines
- Adaptable to changing project deadlines
- Able to manage several tasks on multiple projects simultaneously
- Ability to provide and receive feedback positively



Apply

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

If you are passionate about architecture and want to work in a dynamic and collaborative environment, we encourage you to please send your resume, portfolio and cover letter to HR@srmarchitects.ca (Subject: Contract Administrator)

Please note this is an in-person position and only candidates who are comfortable working from our Kitchener office will be considered.



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