



## Chamberlain Architect Services Limited

<b>Job Title:</b>	<b>Senior Contract Administrator</b>		
<b>Department/Group:</b>	Chamberlain Architect Services	<b>Position</b>	Full-time

We are a firm of 40 employees celebrating our 40<sup>th</sup> year in business. Chamberlain have active projects across North America. We provide full service architectural/interior design and construction management through an integrated delivery method. We are committed to providing excellence in planning, design, construction documentation, project management and construction management.

Chamberlain are looking for the best talent to augment are already amazing team. What sets us apart! Big enough to work on a large range of building types with the infrastructure and support required to make all projects a success yet small enough to act on an ever-changing profession. Our employees do not get pigeonholed and instead experience full range of Architectural services with ongoing support. We believe investing in our talent is critical to achieving these goals.

### What We Offer

- Competitive salary and vacation plus Performance based bonus.
- RRSP Match
- Employee referral program.
- Chamberlain social club sets up events during the year including events with Partners/Spouses
- Outdoor eating Area and Employee Lounge/ Lunchroom and Game Area
- Flex-Hours during the week and Summer Hours

This role will provide you with an opportunity to develop, while also allowing you to work towards developing a unique skill set as an expert in integrated project delivery. Role will allow candidate to take part in all stages of project delivery for a wide range of exciting innovative projects.

### Most of the things you'll work on:

- Perform site visitations to ensure that construction projects adhere to contract documents, and relevant building and safety codes.
- Prepare construction reviews to document progress. Identify any deviation(s) from contract documents and liaise with key stakeholders to resolve issues
- Manage the documentation process for shop drawings, schedules, samples, progress payments, alternate requests and request for information to ensure the completion and accuracy of contract documentation
- Coordinate documentation to support modifications to construction plans. Liaise with key stakeholders to relay information, ensure projects adhere to contractual requirements and to resolve issues in a timely manner
- Research and prepare reports regarding job process and construction/detailing issues. Report on job progress and/or any issues related to the project.
- Ensure that all project close out documents are submitted and forwarded to appropriate parties upon completion of the project.

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### Qualifications

You'll need to have:

- Graduate of a recognized technical college in building or architectural technology or equivalent
- Experience in concrete, wood, steel, and construction detailing
- 8-10 years' experience with commercial, institutional, industrial, and high-rise projects
- Excellence and understanding in a variety of construction systems and experience in on-site construction experience is a must
- Proficiency in MS Office, Adobe Acrobat, and AutoCAD
- Well-organized with good interpersonal skills
- Ability to coordinate consultants and office staff
- Excellent oral and written communication skills
- Must possess excellent computer skills to produce reports, documents, and presentations