

We are looking for an Intermediate to Senior Architectural Contract Administrator for our Vancouver studio.

Shape the world with us.

We're looking for people who want to contribute their ideas and their passion to shape the built environment of our communities – collaboratively, creatively, and sustainably.

If you want to join us on this journey, read on and apply!

Yes, we need people with outstanding technical skills (read about this below), but *more importantly we are looking for people who want to be part of a team, like to learn, get energized by solving a problem, and are looking to make a difference in people's lives.* We believe that buildings and interior spaces can do this.

What you'll get:

At S2, you'll be part of an amazing team of diverse individuals across three studios – Calgary, Edmonton and Vancouver. We provide full service architectural, interior design, and master planning with a collaborative and inclusive approach to create spaces for people that support wellbeing, cultivate community, uphold sustainable design, and provide purposeful spaces for working, living, and playing.

Our work spans a broad range of building and project types, and the foundation of our success is deeply rooted in the value we place on our relationships – with our clients, our consultants, our employees, and our teammates.

If this sounds appealing to you – and you like to have a bit of fun as well – then we look forward to receiving your application.

Work/Life Benefits

- Competitive health and dental insurance plan
- Employee life and dependent life insurance
- Long-term disability
- Flexible work hours / Work from home options
- Continuing education / professional development
- Social activities
- S2 days for extra time to spend with family
- Profit sharing program

Our Values

Smarter together.

Our collaborative approach is driven by more than a desire for coordination and efficiency. The way we approach projects comes from a belief that shared ideas, collective knowledge, and combined experience benefits the project goals and vision.

Stay grounded.

We believe that success can only be achieved when thoughtfully grounded in the wellbeing of the people we work with, the environment, and our communities.

Nurture our world.

Sustainability comes from the relationship we have with the world around us. How we live, what we choose to create, and the resources we utilize are guided by a sense of stewardship that nurtures a balance between us and the natural world.

Imagine more.

We create a team environment where everyone can freely express new ideas, innovative concepts are nurtured, and creativity flows.

We walk together.

Diversity and inclusivity have a tangible value that gives us insight and perspective for stronger and more creative solutions.

Relationships matter.

The foundation for wellbeing and success is building relationships that are enduring, have strength, and are meaningful.

"The favourite part of my job is working with others to create or solve something complex."
~ S2 employee in a June 2021 employee survey

Intermediate/Senior Architectural Contract Administrator

We are currently looking for an Intermediate to Senior Architectural Contract Administrator to join our Vancouver studio.

This position recognizes a high level of experience with the construction phase of architecture. Construction Administration positions specialize in bringing the project from the contract documentation stage through the construction phase to complete commissioning and operation of the building, sometimes over a lengthy timeline. This position requires that a person have a working knowledge of the Building Code, industry standards and the ability to interface with clients, architects, designers, engineers, and contractors.

QUALIFICATIONS

- Related post-secondary education or a combination of direct construction experience and education, may be considered
- Experience in contract administration of construction projects and coordination of multi-disciplinary consulting activities
- Proficiency and understanding of construction and consulting contracts
- Strong working knowledge of project design process, creative detailing, specifications, and overall building systems
- Strong knowledge of Building Codes and regulatory requirements
- Personal vehicle and valid driver's license
- The physical ability to access construction sites
- Certified Construction Contract Administrator would be an asset
- Membership in a relevant professional association would be an asset
- Knowledge of AutoCAD and Revit experience would be an asset

QUALITIES

- Ability to work independently and with others
- Excellent interpersonal and communication skills
- Ability to modify communication styles to meet the needs of the audience
- Demonstrate flexibility and resourcefulness in fulfilling duties and responsibilities
- Sound judgment, strong analytical and problem-solving abilities
- High level of ethics, professionalism, and commitment to quality
- Highly organized with administrative and decision-making skills required to effectively handle ever-changing priorities and project deadlines in a fast paced consulting environment
- Continually focused on personal and professional development

ROLE REQUIREMENTS

- Perform site reviews to determine compliance with construction contract and relevant building codes
- Prepare reports to document progress and identify deviation from the construction contract
- Liaise with owner and contractor to resolve issues in a timely manner
- Track and review shop drawings, schedules, samples, alternate requests, and project change documents to ensure all project documentation is accurate and complete
- Coordinate, evaluate and process payment certifications
- Lead the Substantial Performance review process, evaluating project completions and processing of final payments
- Coordinate with contractor, sub-consultants or relevant building authorities to address and document field issues and to clarify constructability or owner concerns
- Prepare and coordinate project change documentation, including sketches and drawings or facilitate preparation of sketches and drawings with internal and/or external teams
- Chair progress meetings before, during, and after the project to exchange information and resolve issues or concerns with various key stakeholders
- Prepare and issue meeting minutes and track issues for resolution
- Ensure that all project close out documents are submitted and forwarded to appropriate parties upon completion of the project
- Assist design and technical staff with constructability reviews and provide feedback/mentorship
- Represent the organization and interact in a professional manner with clients, sub-consultants, suppliers, and contractors
- Continually stay educated with current building systems, trends, and building code changes
- Attend regular internal coordination meetings to report on progress and issues related to assigned projects
- Ability to travel to project locations, as required

EXPERIENCE

- 8+ years of progressive experience within an architectural office setting

[Apply for this position.](#)

S2 Architecture is an equal opportunity employer that is committed to the principle and practices of employment equity. We invite all qualified individuals, including persons with disabilities, visible minorities, and Aboriginal Peoples to apply for our career opportunities.