



## **CONTRACT ADMINISTRATION MANAGER**

Verne Reimer Architecture (VRA) pursues projects that are intelligent, innovative, and meaningful while delivering our work product within the budget, and scheduling requirements of the project. We create buildings and public spaces that provide functional and comfortable places that aim to inspire and delight. We are dedicated to creating timeless and robust buildings marked by resolving specific requirements with the proper technical considerations. We seek extraordinary and elegant results on all projects, including ordinary and unique programs, unusual sites, and modest construction budgets. All our projects integrate sustainability and accessibility as a primary consideration while providing exceptional solutions for our client's needs and aspirations. Our studio focuses on a collaborative and integrated process.

VRA focuses on urban design, community/cultural, residential, commercial, industrial and recreation facilities. Our 20 staff members offer master planning, programming, urban design, architecture and interior architecture services. We currently have a large number of intriguing and diversified projects in conceptual and design development, ranging in both the public and private realms. We currently have projects underway across Canada, including in Nunavut and other interesting places in Northern Canada.

Our established firm is led by experienced and award-winning architects. We offer an exciting office environment with a fitness centre and staff lounge, as well as a comprehensive benefits package that includes profit sharing. Compensation is based on experience and expertise. We invite you to visit us in person or visit our web page at [www.vernereimer.com](http://www.vernereimer.com).

We're looking for ambitious and skilled Contract Administration Managers to join our talented team. This position will be responsible for ensuring that all aspects of a project are managed effectively, efficiently, and in accordance with contractual obligations and project requirements. Preferred candidates will have 10-15 years of experience in construction, architecture, or building design/technology.

Primary responsibilities:

- Contract management: management of all aspects of a contract including negotiations, preparation, execution, and administration of the contract documents.
- Project management: coordination and management of all aspects of the project, including scheduling, budgeting, risk management, and quality control.

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- Change management: management of any changes to the project scope, schedule or budget. This includes reviewing change requests, negotiating changes with clients, and ensuring that all changes are properly documented and implemented.
- Communication and collaboration: coordination and communication with all stakeholders in the project, including clients, contractors, consultants, and project team members.
- Quality control: management and oversight of quality control measures, including reviewing and approving shop drawings, material samples, and mock-ups.
- Contract administration: management and oversight of all aspects of the contract including monitoring compliance with the contract documents, managing contract deliverables, and processing and approving invoices.
- Risk management: identification and management of project risks, including monitoring and mitigating risks associated with contractual obligations, project schedule, budget, and quality.
- Documentation management: the management and oversight of project documentation, including maintaining accurate and complete project records, preparing progress reports, and coordinating with project team members to ensure all documentation is properly maintained.

The ideal candidate has:

- Minimum of 10-15 years of industry experience.
- Excellent verbal, written, and graphic communication skills.
- Exceptional attention to detail and high standards for the quality of their work.
- Ability to work effectively as part of a team, as well as independently with minimal supervision.
- High knowledge of building codes, building construction systems, constructability and detailing, materials, and industry-associated standards.
- Experience in the construction administration phase including issuances of RFI's, Si's, CCN's, Certificate of Payments, understanding of the Lien Act, and occupancy closeout.
- Experience and proficiency in Microsoft Office Suite, Microsoft Project, LEED AP, Lean, and Revit are preferred.

If you have the professional attributes and keen attitude that we're looking for, we are interested in meeting with you to discuss this significant opportunity. For more information or submission of your interest, please contact Verne Reimer at 204.944.9272 or [vreimer@vernereimer.com](mailto:vreimer@vernereimer.com).