



**POSITION: Contract Administrator**  
**Affinity Architecture Inc., Winnipeg, MB Canada**

---

**AFFINITY ARCHITECTURE INC. PROFILE:**

Affinity Architecture is a leader in value-driven design. We help boost return on investment for clients who build and manage real-estate assets in Winnipeg and throughout Western Canada. Our office has deep expertise in multi-family residential, institutional, and sales/service project types. Our work within these project sectors comprises projects ranging from \$1M to \$100M in size.

We are an office of approximately 15 staff. Our team includes Architects, Architectural Interns, Technologists, Contract Administrators and Office Administrators who all work collaboratively to bring projects to fruition.

---

**SUMMARY:**

Affinity Architecture is seeking an experienced contract administrator to join our growing team. The contract administrator will be responsible for working alongside the lead architect in representing our firm to the client and contractor during the construction phase. **This is an in-office position with site visits.** Affinity Architecture has a benefit package that includes health and dental and insurances. We also pay for your professional dues and continuing education costs.

Salary Range: \$60,000.00 - \$85,000.00 annually depending on experience.

---

**PRIMARY RESPONSIBILITIES:**

- Act as the primary point of contact between our office staff and a contractor and client during construction, and will report directly to the lead architect.
- Collaborate onsite with clients, contractors, and engineering partners.
- Participate in preconstruction meetings.
- Attend project meetings.
- Perform regular site visits and assist the lead architect to ascertain compliance with construction documents. Report observed violations immediately. Prepare written site visit reports.
- Observe and record deviations from the contract documents and codes. Report to the lead architect and follow through with all responsible parties until issues are resolved.
- Observe and record existing field conditions and verify that as built records are maintained by others.
- Prepare and execute construction contracts and contract administration documentation under the supervision of the lead architect.
- Review contracts in terms of scope of construction work and costing.
- Review contractor progress reports and billing.
- Report deviations from schedules immediately and provide recommendations on how the schedule can be adjusted if necessary.
- Witness and comment on mock-ups.
- Participate in reviews of shop drawings.
- Maintain, or supervise maintenance of, project records within architectural office.
- Assist office manager with coordination of occupancy certification.
- Participate in dwelling unit walk throughs. Coordinate project close-up and perform related site reviews, coordination and preparation of final project documentation.
- Participate in warranty reviews and prepare related documentation.

## **ATTRIBUTES AND ABILITIES:**

- Proficient in Microsoft Office applications tools, MS Project, Adobe Acrobat.
- Proficient in reading technical drawings and specifications.
- Proficient technical knowledge of design and construction practices.
- Working knowledge of Autodesk CAD applications.
- Possess a valid class 5 driver's license and access to a vehicle.
- Professional degree in Architecture / Building Technology from a recognized post-secondary institution, or direct construction experience.
- 5+ years related experience in contract administration or direct construction experience or direct Architectural experience.
- Knowledge of Manitoba Building Code, construction specifications, and contract Administration forms and procedures.
- Experience in Office, Commercial, Institutional, and Multi-Family project types.
- Ability to work independently and manage multiple mandates and priorities simultaneously.
- Positive and proactive attitude.
- Excellent organizational skills and ability to prioritize.
- Relationship building skills required.
- Ability to communicate effectively with team members and client.

## **ADDITIONAL SKILLS AND ABILITY REQUIREMENTS:**

- Ability to occasionally travel out-of-town, including air travel.
- Ability to visualize objects in 3D.
- Organizational and management skills.

## **SUBMISSION DETAILS:**

- Submit a cover letter and your resume by email to:  
**Attention: Geri Neilson**  
**Email: [info@affinityarch.com](mailto:info@affinityarch.com)**

S:\Office Administration\HR Forms\Job descriptions & Ads\Contract Administrator Position 2022.doc