



## Contract Administrator

Are you looking exciting and challenging career opportunities?

### **We . . .**

are an established architectural firm and affiliated interior design group with work across Western Canada  
Have an extensive 35 year firm history including primarily commercial projects and a variety of other project types  
Provide support for self-development to achieve the highest level of quality work  
Learn from each other and invest in the growth of each person  
Have a collaborative approach that allows individuals to contribute based on their own strengths  
Offer excellent experience and learning opportunities

### **. . . and what We offer**

exceptional range of experience on project types including commercial, industrial and multi-residential  
Support and shared knowledge from our most experienced people and principals during contract administration  
Learning environment for you to grow and develop as a contract administrator  
Opportunity to be your best in a senior position in our office  
Continuing education including courses organized by our office  
Health and well-being benefits through yoga/ exercise sessions with professional instructors

### **You . . .**

are ambitious to work in a collaborative and dynamic architectural practice  
Have knowledge of CCDC Documents  
Knowledge of laws and regulations related to the construction industry  
Thrive on working with General Contractors, Owners and consultants

### **. . . and what You will do**

provide contract administration services including travel for site reviews  
Attend Owner, Architect, Contractor site meetings  
Carry out site reviews to monitor the quality and design intent of the contract documents and prepare site visit reports  
Ensure work is proceeding in accordance with the contract documents  
Review and interpret the CCDC documents as applicable for the project  
Review of contractor monthly applications for progress payment and preparation of certificates of payments

### **Qualifications**

Registered Architect with the MAA or the ability to be registered If an architectural intern

If you want to be part of an encouraging and supportive team of dedicated professionals, we welcome your application. Only those currently residing in and eligible to work in Canada will be considered for this position.

Please submit resume in confidence to:  
Nejmark Architect/ Retail Hospitality Design  
2-54 Adelaide Street, Winnipeg, MB R3A 0V7  
(t) 204.947.3775 (e) [josef@nejmark.mb.ca](mailto:josef@nejmark.mb.ca)