

Junior/Intern Specification Writer

About Republic

Republic Architecture Inc. is a creative and inclusive team. We are passionate about our work and committed to a collaborative approach to design and practice. Driven by the journey, we utilize an explorative process that connects all the right people around the table. Our desire to produce thoughtful and sustainable projects that engage the public is at the heart of everything we do.

Position

We are looking to add a **Junior/Intern Specification Writer** to our growing team, to assist the Specification Writer in coordinating project specification deliverables and design guidelines throughout all phases of design. An individual who works well in a team environment, maintains excellent communication skills and is comfortable interfacing with clients, consultants, vendors, and internal staff will thrive in this role.

This position includes:

- Assisting Spec Writer, PM, and/or PA in writing, editing, revising, and compiling specifications based on project size and needs;
- Participating in continuous improvement initiatives and assisting in maintaining Republic's master specifications database;
- Cultivating relationships with product manufacturers, ensuring correct information and reference standards are incorporated into project specifications;
- Collaborating with project teams to ensure budgeting for specification production;
- Coordinating scheduling and production of project manuals;
- Assisting project team during construction of the project, including commenting on product submittals and substitutions;
- Maintaining proficiency in construction products, techniques, and sequences by staying abreast of product developments, new materials, code changes, and current industry trends.
- Partnering with the Quality Assurance team to ensure QA requirements meet specifications; and
- Researching innovative products and design technologies and discussing suitable materials and alternates with project teams.

Qualifications

- Degree or certification from an accredited institution
- Experience working in the AEC industry would be an asset, but not mandatory
- Knowledge of building science
- Proficiency in Microsoft Office (Word and Excel)
- Excellent written and verbal communication skills

Apply

If you're looking for the opportunity to be part of a dynamic and growing firm, we want to hear from you. Email your resume in confidence to careers@republicarchitecture.ca