

Construction Contract Administrator

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 for an **Construction Contract Administrator** to join our expanding team in Winnipeg. This individual should be flexible, adaptable, and have a strong management and organizational skills. Duties for this role include:

- Managing construction administration process through to project completion.
- Leading construction start-up meetings with contractors and stakeholders.
- Conducting site inspections and preparing field reports.
- Coordinating and leading on-site meetings.
- Maintaining site documentation and records.
- Providing construction status updates to Project Manager.
- Identifying construction deficiencies, challenges, and risks.
- Ensuring projects adhere to contractual requirements and resolving issues in a timely manner.
- Reviewing as-built drawings and O&M manuals.
- Providing quality control and document reviews.
- Collaborating alongside client groups and multidisciplinary consultant teams.
- Ensuring that all project close out documents are submitted and forwarded to appropriate parties upon completion of the project.

Qualifications

Preference will be given to an individual who has strong leadership and interpersonal skills, is motivated, agile and has a proven track record of successfully completing building projects. A minimum of 5 years of related experience and registered membership with a provincial architectural association is an asset.

Apply

If you want to be part of a dynamic and growing design team, email your resume in confidence to careers@republicarchitecture.ca