

Project Document Coordinator

About Republic

Republic Architecture Inc. is creative and inclusive. 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 projects that engage is at the heart of everything we do.

Position

We are looking to add a **Project Document Coordinator** to our Building Condition Assessment Team. They will be responsible for the coordination of multidisciplinary assessments and reports involving the evaluation of building components within our clients' facilities. This position includes:

- Collaborating alongside a broad, multidisciplinary consultant team and our client groups.
- Compiling comprehensive building condition reports and lifecycle analyses using audit software and client-determined templates.
- Conducting data entry within established guidelines in client-specified software (training will be provided).
- Documenting building components with written descriptions and photographs.
- Contributing to office endeavours and initiatives, including business development activities.

Qualifications

Candidates should be comfortable working in Microsoft Excel, Word, and Adobe Acrobat, display strong attention to detail, and enjoy producing clear, comprehensive reports. Specific asset validation software training will be provided. Preference will be given to a self-motivated individual who learns quickly, and is familiar with construction, engineering, architecture, or a related field, especially architectural and interior finishes.

The ideal candidate will have the following skills / abilities:

- Quick starter with the agility to hit the ground running.
- Understanding of data entry and word processing.
- Strong communication skills.
- A passion and talent for report writing of various styles.

Apply

If you want to be part of a dynamic firm in Winnipeg, we want to hear from you. Email your resume in confidence to careers@republicarchitecture.ca