

CONSTRUCTION CONTRACT ADMINISTRATOR

Republic is not your average design firm. Driven by the journey, we utilize an explorative process that connects all the right people around the table. Our desire to produce thoughtful and engaging projects is at the heart of everything we do.

If you've met our team, visited our studio, or checked out our social media posts, you know we are unique. Dedicated to elevating and maintaining the health and wellbeing of our team, the studio is decked out with fitness equipment, the kitchen is stocked with healthy snacks, and work areas range from cozy café style lounge spaces to ergonomically friendly sit/stand desks. While the studio is an inviting and creative space, our work can happen anywhere – we allow for remote work and flexible schedules. These are just a few of the things that make us different. We also have social groups, monthly team events, and so much more.

The **Construction Contract Administrator** will be responsible for managing construction administration processes through to project completion. This role includes:

- Leading construction start-up meeting with contractors and stakeholders;
- Conducting site reviews and preparing field reports;
- Coordinating and leading on-site meetings;
- Maintaining site documentation records;
- Providing construction status updates to the Project Manager and design team;
- 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 multi-disciplinary consultant teams; and
- Ensuring that all project close out documents are submitted and forwarded to appropriate parties upon completion of the project.

Tell us why you're our next **Construction Contract Administrator**. Send your resume to: careers@republicarchitecture.ca

Preference will be given to applicants with strong leadership and interpersonal skills, with a proven track record of successfully completing building projects. Candidates must be flexible, adaptable, and have a strong management and organizational skills. Registration with a provincial architectural association is an asset.