

CA SPECIALIST | 8 YEARS EXPERIENCE

Michael Green Architecture (MGA) is a dynamic design firm with offices in Vancouver and Portland, with an international reputation for industry-leading innovation. MGA has a staff of 25 architects, interior designers, landscape and admin staff. We offer architecture, interiors, planning, graphics services as well as public art and technical research. Our current projects include College of Forestry at Oregon State University, restaurants with Whistler Blackcomb, Paris based competitions, Royal Vancouver Yacht Club, and multifamily and single family residential.

MGA is currently seeking an experienced Contract Admin specialist to support the firm's continued growth. The position reports to Michael and our senior design team. This position requires someone who is self-directed and independent with strong collaboration skills and approachable demeanor. We are an open studio environment with a social and collaborative team.

CANDIDATE SKILL REQUIREMENTS

- Architectural or Architectural Technologist degree from an accredited program.
- Minimum 8 years of relevant architectural experience, including minimum of 4 years of experience on construction contract administration specifically.
- Proficiency in CA: Field review and documentation, change documentation, submittal review, RFI response, etc.
- Aptitude to work within a CA team.
- Ability to travel to Oregon bi-monthly.
- Organized and self-motivated; ability to manage time well and work towards deadlines.
- Excellent written and verbal communication skills, with fluency in English.
- Experience working in the context of multidisciplinary project teams.
- Working knowledge of Revit is preferred but not required.

POSITION REQUIREMENTS

- In return, MGA offers a competitive salary and benefits package, and the opportunity to grow with our team in a collaborative, open-office environment.
- All applicants should submit a portfolio with CV and references to: jobs@mg-architecture.ca

FOR MORE ABOUT MGA, VISIT

- **Website:** mg-architecture.ca
- **Ted Talk:** https://www.ted.com/talks/michael_green_why_we_should_build_wooden_skyscrapers?language=en

MGA