
Senior Contract Administrator | 10+ Years Experience

POST DATE: 12/11/18
CLOSE DATE: open until filled
LOCATION: Vancouver, BC

MGA | Michael Green Architecture is an award-winning mid-sized architecture and design firm working on a diverse range of ambitious, sustainable projects both locally and internationally. Michael Green founded the practice in 2012 to create meaningful and sustainable change in building through innovation in construction sciences and design. From our Vancouver studio, our exceptionally talented and experienced staff work on commissions ranging from tiny boutique interiors to large institutional buildings. We are passionate about our goals and strive to be leaders in our community through our work, research, and personal lives, and are always looking to make the best choices for the environment in our projects.

Current projects include a large sports and culture centre in Northern Sweden, high-tech offices in France and New York, innovative mixed-use residential projects across North America, advanced technology buildings in Silicon Valley, and custom homes here in Vancouver and around the world.

We are looking for an experienced **Senior Contract Administrator** to support our current and upcoming projects. Our ideal candidate will be self-motivated and able to work independently. As a key member of our team, you will:

- Prepare and issue all contract documents, and coordinate, collect, assemble, and review all contract change documents from multi-disciplinary project teams.
- Review construction site for general conformance of contract documents and building codes, and enforce all aspects of the contract.
- Review construction progress through the project including coordination of certificates of payment and substantial completion.
- Chair start-up meetings and regular construction meetings with contractors and owners.
- Be the prime contact to the General Contractor during construction phase until completion.
- Exercise independent judgement and analysis of significant issues and find a resolution.
- Collaborate with MGA design team, sub-consultants, and stakeholders as required.

REQUIREMENTS:

- Minimum of 10 years of relevant architectural contract administration experience across a broad range of project types.
- Ability to work independently and meet deadlines with minimal management oversight.
- Excellent interpersonal and conflict resolution skills required.
- Experience with large, complex projects.
- In-depth knowledge of building codes and construction procedures.
- Proficiency with Microsoft Office software, including Word, Outlook, and complex Excel spreadsheets.
- AutoCAD experience is a requirement. Working knowledge of Revit is preferred but not required.
- Experience with wood and mass timber construction is an asset.
- Strong English verbal and written communication skills are required.
- Valid passport and the ability to travel as required.

MGA is an equal opportunity employer. We offer a competitive salary and benefits package, and the opportunity to grow with our team in a collaborative and fun, open-office environment.

All applicants should submit a portfolio with CV and references to jobs@mg-architecture.ca. Please specify job title in the subject line. No phone calls, please. Only those selected for an interview will be contacted.