



JOB POSTING: PROJECT MANAGER / CONTRACT ADMINISTRATOR

ABBARCH Architecture Inc. is a full service architectural firm that practices throughout Canada. Our area of specialization is in the demanding retail and commercial sectors. For more information please refer to our website at www.abbarch.com.

ABBARCH's Toronto office has an immediate need to fill the position of a Project Manager/ Contract Administrator for large retail developments.

Qualifications:

- Previous experience managing large scale retail/commercial projects
- Familiarity with provincial building codes nationwide
- Ability to work in a team setting
- Ability to prioritize and manage tight deadlines for multiple projects
- Excellent communication, problem solving and negotiation skills
- Proficiency in Microsoft Word, Excel, Outlook and Adobe Acrobat
- Working knowledge of AutoCAD and Revit
- Working knowledge of Part 3 (Contract Admin Software) an advantage

Key Responsibilities:

- Liaising with clients and project stakeholders
- Managing multiple projects, internal team members and consultants from permit application to construction completion
- Preparation of Bid documents and addenda
- Preparation of all construction contract documents including Certificates for Payment, General Review reports, Change Notices/Directives/Orders, Supplemental Instructions, etc.
- Shop drawing review
- Verifying occupancy requirements and issuing associated documentation to the AHJ
- Mentoring junior staff members

Please forward your resume to infotor@abbarch.com. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. No agencies, telephone calls or walk-ins please.