



## **JOB POSTING: PRODUCTION LEAD**

ABBARCH Architecture Inc. is a full-service architectural firm focused on the demanding retail and commercial sectors. For more information, please visit our website at [www.abbarch.com](http://www.abbarch.com).

ABBARCH's Toronto office is seeking a Project **Production Lead** for large retail developments.

### **Key Responsibilities:**

- Liaise with clients and project stakeholders
- Manage and work on multiple projects with internal team members and consultants from design development to construction completion
- Monitor project budgets during Design Development and Production phases
- Conduct quality assurance reviews of milestones
- Schedule, participate and conduct various project meetings
- Preparation and issuance of all deliverables (Permit, Bid, Construction, etc.)
- Coordinate and conduct site assessments
- Mentor junior staff members

### **Qualifications:**

- Previous experience developing large scale retail/commercial projects from Design Development through to construction completion
- Advanced knowledge of AutoCAD and Revit
- Familiarity with provincial building codes nationwide
- Ability to lead and 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

Please forward your resume to [jhejie@abbarch.com](mailto:jhejie@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.

Salary Range \$90 to \$100K