

**Job Title:** Contract Administration, Permanent Full Time

**Location:** 279 King St. W. Suite 200, Kitchener ON N2G 1B1

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## Company Description

At SRM Architects Inc., we believe that architectural designs should embody both functionality and innovation, and strive to produce exceptional designs that meet our clients' needs. We are a dynamic firm, and are looking for self-starters with proven dedication and ingenuity.

## Responsibilities and Qualifications

- General Knowledge
  - Familiar with the different types of construction project delivery systems and CCDC contracts
  - Act as liaison between owners, architects and consultants
  
- Construction Procurement
  - Prepare bid package
  - Distribution of bid documents
  - Prepare required Addenda documents
  - Analyze bids and prepare report for the client
  - Issue Letter of Acceptance and Notifications of Unsuccessful Bidders
  - Assist in preparing the construction contracts
  
- Construction Administration – Office Functions
  - Assembles and issue drawings and specifications required by the contractor for the work which includes all changes and revisions made during the bidding period
  - Review site organization and hoarding plans
  - Review construction waste management plan
  - Review authorizations from Authorities Having Jurisdictions
  - Review and comment on construction timetable / schedule (such as milestone charts, gantt diagrams)
  - Review shop drawings, samples and product data submittals
  - Provide timely interpretation of the contract by responding to Requests for Information (RFIs) and issuing Supplemental Instructions (Sis)
  - Prepare and issue Proposed Change (PC) forms in a timely manner
  - Review contractor's quotations prepared in response to PCs and claims for additional costs initiated by the contractor
  - Prepare and issue Change Directives (CDs) and Change Orders (COs) as required
  - Maintain a summary of changes list

- Review progress payments requests to monitor progress, compare with actual work preformed, verify the receipt of all backups (Statutory Declarations and Certificates form & WSIB) and prepare a Certificate of Payment
  - Prepare and distribute Field Review Reports (including deficiency review reports)
  - Prepare and update meeting minutes
  - Prepare agenda for special site meetings
  - Prepare and obtain project close documents (including but not limited to Certification of Substantial Performance, Final Certificate of Payment, Partial Occupancy Reports, Final Occupancy Reports)
- Contract Administration – Field Functions
    - Conduct general or field reviews (including deficiency reviews & final field reviews)
    - Attend site meetings (chair if necessary)
    - Interpret contract documents or resolve problems
    - Review and accept samples, mock-ups, etc.
    - Meet with consultants, contractors or the client regarding the progress of the construction
    - Determine the percentage of work completed (information required when preparing the certificate of payment)

### Qualifications

- 5+ years' experience
- Preference will be given to applicants who are proficient in Revit, AutoCAD and MS Office
- Understanding of current building systems, materials, and all codes in practice (Ontario Building Code, NFPA)
- Comprehensive understanding of architectural standards, building sciences, construction technologies and practices
- Advanced written & verbal communication and organizational skills
- Experience interacting with clients, contractors and consultants
- Dedicated to meeting project deadlines
- Adaptable to changing project parameters
- Ability to provide and receive feedback positively

### Apply

Please send resumes to [info@srmarchitects.ca](mailto:info@srmarchitects.ca) (Subject: Contract Administration).

We thank all those who take the time to apply for the above-noted position. Only those candidates selected for an interview will be contacted.