



## **Construction Administrator**

Cumulus Architects Inc. is a dynamic, innovative and interdisciplinary practice grounded in the principles of team-based design and collective intelligence. Simply put, we believe that making architecture together in a collaborative studio environment makes a difference.

We apply interdisciplinary thinking to large, complex design challenges. Our leadership team brings expertise across arts and culture, mobility and accessibility, wellness and mental health, mixed-use development, and heritage and preservation. Collaboration unlocks a cumulative process of engagement—one that invites curiosity, encourages innovation, and nurtures creativity.

At Cumulus, we are growing our diverse team of curious, innovative, and creative people. We foster a culture of collaboration and innovation with the explicit aim of ensuring every team member feels personally engaged in the successes we achieve together.

We currently have opportunities for a Construction Administrator interested in making an impact on a diverse range of innovative projects across Canada.

### **In this role you will be involved in:**

- Contribute to and follow the construction administration processes and standards established in the office
- Provide full range of contract administration duties from tender to project close out for selected large scale and complex projects including site meetings and reviews
- Contribute your expertise to QA/QC reviews (internal design phase peer review)

### **What we are looking for in a candidate:**

- Degree in Architecture or Diploma in Architectural Technology
- Minimum 5 years of contract administration experience
- Strong building science background and understanding of constructability issues are considered assets
- Proficiency with BIM/Revit
- Excellent communicator

### **Interested?**

We'd love to hear from you. Please forward a cover letter, resume and portfolio to [info@cumulusarch.com](mailto:info@cumulusarch.com). We thank all applicants for their interest, however only those selected for an interview will be contacted.