Cumulus Architects

Contract Administrator Lead

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 Contract Administrator Lead 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

Salary Range

The salary range for this position is $90,000 – $140,000**.** Final compensation will be determined based on experience, skills, and internal equity.

This role reflects an existing vacancy.

Interested?

Please forward a cover letter and resume to careers@cumulusarch.com

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Cumulus welcomes and encourages applications from people with disabilities. Should you require accommodation during the recruitment process, please make them known when contacted and we will work with you to meet your needs.