

James Fryett Architect Inc. is a long-established architectural firm with a diverse portfolio within both the public and private sectors. We provide a high level of client satisfaction through design excellence and effective communication. We are recognized for good ideas followed by complete project execution.

We require an **Contract Administrator & Specification Writer** to join our team. This position requires a motivated individual who is committed to working as part of a team to meet company commitments and project timelines. A commitment to increasing knowledge and skills through education and research is also required.

We are located in the historic community of Elora where a diverse and flourishing arts community neighbours the natural beauty of the Grand River and the Elora Gorge. Our location is in close proximity to the communities of Guelph, Waterloo, Kitchener, Cambridge, and Orangeville.

Duties and Responsibilities

- Complete field review visits and reports.
- Track and review shop drawings and other submittals.
- Prepare supplementary instructions, proposed changes, change orders, and draw certificates.
- Engage in diplomatic negotiations with contractors, clients, and consultants informed by an understanding of fair bidding and contracting practices.
- Plan and develop project specifications.
- Further the development of our office master specifications.
- Research and evaluate materials and products.
- Create unique project specifications required to meet individual project needs.

Qualifications and Requirements

- A minimum of 5 years of experience in the design and construction industries.
- Excellent written and verbal communication skills.
- An understanding of construction materials and methods.
- A working knowledge of the Ontario Building Code.
- The ability to navigate AutoCad or Revit.
- Strong organizational skills.
- An understanding of the role of the Architect as Consultant as defined by standard construction contracts and the Architects Act.

Preferred candidates will have:

- A diploma or degree in architecture.
- Several years of direct experience with the administration of construction contracts and specification preparation.
- Completed the CSC series of specification courses.
- A sense of humour.