

December 1, 2022

Contract Administrator

LOCATION

Toronto, Ontario, Canada

Moriyama & Teshima Architects (MTA) is a team of architects, planners and designers collaborating with clients to build inspiring and enduring spaces that transform communities and reinforce civic identity. The office offers services in architecture, master planning and urban design, interior design and program development. MTA's extensive portfolio of Canadian and international projects covers museums and art galleries, university buildings, schools, corporate and government headquarters, recreational facilities, libraries, restoration and renovation projects, and urban/campus planning. With a long-standing core of design traditions that continue to define the practice, our studio is made up of individuals who reflect the cultural diversity that defines our global present: a combination of industry leaders and young designers working together to design and deliver exceptional projects.

Our headquarters are in Toronto, with a second office in Ottawa.

While our work is primarily focused in Canada, we also complete significant projects internationally, particularly in the Middle East.

Learn more at www.mtarch.com

We are looking for a Contract Administrator that can also support/lead the production of Construction Documents. The Contract Administrator will be based in our Toronto office.

QUALIFICATIONS INCLUDE:

- Diploma in Architectural Technology or Bachelors / Master of Architecture
- 7+ years of experience with a diversified range of institutional and complex project types
- 5+ years of experience in Contract Administration of medium-sized institutional projects
- Excellent communication skills, written and verbal
- Proficiency in Revit and Onware are an asset
- Thorough knowledge of the OBC & NBC required
- Familiarity with building systems and construction detailing
- Highly organized, with the ability to manage time, deadlines and deliverables
- Ability to work independently and as part of a collaborative team
- Clearance through Contract Security Program is an asset

Qualified candidates may send a cover letter, resume and portfolio link to employment@mtarch.com with "Contract Administrator" in the subject line.

While all applications are appreciated, only candidates selected for an interview will be contacted. Thank you for your interest.

Moriyama & Teshima Architects is committed to providing a fair and equitable work environment and encourages applications from qualified women, men, visible minorities, aboriginal peoples and persons with disabilities.