



*Due to continued growth, we are looking for an Architectural Draftsperson/Construction Administrator to join our Construction Management Team. The successful candidate will enjoy permanent full time employment with an award winning developer in Southwestern Ontario.*

*Duties will include, but are not limited, to the following;*

**Responsibilities:**

- Assist Project Manager(s) and Director of Construction with daily activities
- Prepare architectural, structural and working drawings for high-rise, multi-family residential condo buildings
- Develop and prepare conceptual design drawings and sketches
- Examine drawings for conformity and errors
- Prepare quantity take-offs for complete scope of work
- Periodically assist with on-site reviews to collect site measurements and structural information with our field crew
- Attend site meetings, providing site reviews & shop drawing reviews
- Manage blueprint circulation to trades, suppliers, etc.
- Process construction change orders and complete pricing
- Liaise with clients, consultants and municipal officials as required throughout the design and construction process
- Complete projects within established timelines and budgets
- Assist the client relations team to meet client goals and ensure client satisfaction
- Work in a fast-paced environment, balancing several projects, under tight deadlines
- General office duties

**Qualifications:**

- Proficiency in Autodesk Revit, AutoCAD and Microsoft Office is mandatory
- Competency with the Ontario Building Code is essential
- Knowledge of construction detailing for high-rise residential projects
- Exceptional administrative, organizational, verbal and written communication skills
- Self-motivated, Strong work ethic, a person who takes pride in the quality of their work
- Valid driver's license, own vehicle, hard hat, work boots

**Education and Experience Required:**

- Diploma or Degree from 2+ year Architectural or Civil Engineering Technology program
- 2-3 years full time Architectural and/or Engineering workplace experience or equivalent
- Combination of education and relevant work experience will also be considered