



The Tricar Group is an award winning developer leading the way in Southwestern Ontario as the premiere high-rise builder. We are passionate about our company, our work and our commitment to delivering outstanding condominium homes and rental apartments while delivering the best customer service.

We are currently looking for an
Architectural Draftsperson/Construction Administrator
to join our growing team!

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
- Experience in basic estimating is preferred
- 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

We thank all applicants in advance for their interest. Those who meet the above requirements will be contacted for an interview.