

### Intermediate / Senior Contract Administrator

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LOLA Architecture is a full-service architectural firm that was founded in 2018 by Erica Lowe and Maria Landry. Our goal is to focus on socially and environmentally conscious design and provide the highest level of service for our clients. Our leadership team has extensive experience on a multitude of projects at various scales and budgets. We aim to become a firm known for our design excellence, technical expertise, and practical approach which is unencumbered by ego.

We are looking for a talented, collaborative, detail-oriented individual to join our team as Contract Administrator. In this role, you will work with project teams in the office as the LOLA Architecture representative on site and primary point of contact for contractors and consultants throughout construction. It is anticipated the person filling this role will be working on multiple projects at one time.

LOLA Architecture offers a collaborative, creative, flexible work environment. We are looking for a collaborative team member, who wants to excel in their role and grow with us to help shape and enjoyable and rewarding office environment and culture.

#### RESPONSIBILITIES

- Prepare, review and administer construction contracts for building projects under construction;
- Represent LOLA Architecture as the primary point of contact on site, with the contractor, and with the consulting team for the duration of construction for multiple projects at one time;
- Attend site meetings, and take meeting minutes if required;
- Review project construction sites on a regular basis and prepare field reviews as needed;
- Manage and conduct shop drawings reviews in a timely manner. Ensure all relevant reviews are completed by the design team, and consulting team;
- Review and respond to contractor's request for information. Ensure all RFI responses are fully coordinated with the consultant team;
- Prepare supplemental instructions, change directives, and proposed changes when required (working with the design team to prepare any required sketches). Ensure all supplemental instructions and proposed changes are fully coordinated prior to issuing;
- Review contractor pricing, and prepare and manage the approval of change orders;
- Be responsible for reviewing contractors invoicing and prepare certificates of payment, and management of lien holdback;
- Complete final site reviews for substantial completion. Prepare deficiency lists, and prepare C-Schedules for Principals to execute;
- Track construction administration paperwork within LOLA Architecture's chosen CA software;
- Review drawings sets for projects prior to tender to provide QA/QC, become acquainted with projects, and aid in the preparation of a solid drawing set to allow for a smooth construction process;
- Provide assistance as needed through the tendering process;
- Preparation of indemnification letters for issuance of electronic files as needed;
- Represent LOLA Architecture Inc. when attending industry events and professional development courses.

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### **PAY STRUCTURE & BENEFITS**

- Monthly salary will vary based on applicant and years of experience;
- At LOLA we aim to work a 35 hour work week. Overtime will be paid at 1.5 times regular pay when the hours worked in a week exceeds 40 hours.
- Base salary will be paid via Electronic Funds Transfer, you will be asked to provide your banking information to allow for this;
- Weekly submission of timesheet is required for pay generation;
- You will be eligible for Health benefits plan that will commence three months following commencement of full-time work;
- You will qualify for 3 weeks of paid vacation time, and 5 flex/sick days. In addition, the office will be closed between Christmas and New Years and vacation days between will be gifted from the principals;
- Opportunities are available for professional development upon review with the principals.
- A cellular phone allowance of \$65 per month toward base voice, text and data plan will be provided.

### **MINIMUM REQUIREMENTS & QUALITIES**

- Architectural Technologist Diploma or Equivalent
- 5-10 years of experience as a contract administrator on building construction sites
- Proficiency with Revit, AutoCAD, Microsoft Office (Outlook, WORD, Excel)
- A collaborative approach in the daily work environment and willingness to provide mentorship and guidance when needed
- Strong understanding the Prompt Payment and Construction Lien Act
- Excellent written and verbal communication skills
- Excellent problem-solving and time management skills
- Attention to detail and strong work ethic