

**ROLE**  
**Contract Administrator**

Montgomery Sisam Architects is seeking a **Contract Administrator** with the following criteria:

**SUBMISSIONS**  
Please send CVs and Portfolios directly to:  
**slahn@montgomerysisam.com**  
with the title:  
**Contract Administrator**

**DUTIES INCLUDE BUT AREN'T LIMITED TO:**

- Oversight of construction to ensure it is compliant with design documentation.
- Coordination with team during DD and CD to advise on buildability of details, mentoring staff on an ongoing basis.
- Attendance at construction site meetings including field review and the production of field reports.
- Review and monitoring of contractor's construction schedule.
- Submittal and shop drawing review.
- Ability to monitor and coordinate field testing as required by the client.
- Prepare CCN's, CCO'S, CD's and issue Certificates of Payment.
- Prepare Master Deficiency lists and follow through on resolution.

**QUALIFICATIONS:**

- OAA licensed and in good standing. A minimum of 10 years' experience is required.
- Must be Revit and AutoCad proficient. Knowledge of RForm or other CA related software are considered assets.
- Working knowledge of OBC. Other provinces an asset.
- Ability to manage multiple projects concurrently.
- Possess a thorough understanding of construction detailing and construction methodology.
- Strong interpersonal and communications skills.
- Must possess a G Class Driver's License.
- Given the nature of our work you may be subject to a criminal reference check and must be able to pass government security clearance programs/ Vulnerable Sector clearance programs.

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**COVID-19 Considerations:**

*We are currently working in a hybrid environment with the option for staff to work from the office.*

*MSA welcomes and encourages applications from all candidates.*

If you require accommodation as part of the recruitment, interview or employment process, please advise us and MSA will work with you to accommodate you in accordance with applicable human rights legislation.