



ERA Architects Inc.
#600-625 Church St
Toronto ON, M4Y 2G1

Project Manager

ERA is seeking energetic and enthusiastic individuals with a minimum of 6 years architectural experience to join our multi-disciplinary team. The majority of our work involves the adaptive reuse of existing heritage buildings within Toronto and the GTA. The ideal candidates will have well-rounded architectural and technical experience and a demonstrated passion for excellence in the production of construction documents, site review, and contract administration. They should also have excellent verbal and written communication skills, very good organizational skills, and an ability to multi-task in a busy office. This position will involve working in a collaborative team environment, supporting projects of various scales and complexity.

Key Responsibilities:

- Work in a collaborative team environment;
- Develop, coordinate and produce construction documents (drawings and specifications) on projects in collaboration with the Associate and project team;
- Oversee and coordinate site review and contract administration, including both office functions and field functions (including, but not limited to: process, review and answer RFIs and submittals; write regular field reports and distribute to the team; maintain RFI and submittal logs; and review and comment on change orders);
- Resolve problems which arise on the jobsite, in collaboration with the Project Associate/Team Lead;
- Report to the Associate on a regular basis outlining status of job cost control and scheduling issues; and
- Implement the project as directed by, or in consultation with, the project team.

Qualifications:

- The preferred candidate will have:
 - o A minimum of 6 years of experience in an architectural and/or construction environment;
 - o Experience in all phases of a project, including client communication, consultant coordination, design development, drawing review and contract administration;
 - o A strong familiarity with architectural and engineering standards and building practices;
 - o Proficiency in AutoCAD, Revit, Adobe Creative Cloud, and MS Office; and
 - o Knowledge of Bim360 and Bluebeam.
- Excellent interpersonal skills, strong client communication, collaboration and conflict resolution skills are required.

ERA does not discriminate against applicants or employees because of their race, creed, color, age, religion, gender, disability, sexual orientation, marital status, military status, national origin or ancestry. ERA is committed to fostering an inclusive and equitable workplace where all employees and partners feel valued, respected and supported. ERA is committed to working with and providing accommodation to applicants with disabilities.

Please send your resume and examples of your work to shelleyl@eraarch.ca. Please include "Project Manager" in the subject of your email. We thank all applicants who have applied however only those selected for an interview will be contacted.