



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

POSITION: ARCHITECTURAL PROJECT MANAGER

ERA is seeking enthusiastic individuals with minimum 7 years architectural office experience to join our multi-disciplinary team.

The majority of ERA's work involves the adaptive reuse of, and new additions to existing heritage buildings. The ideal candidate will have sound technical experience and a demonstrated excellence in drawing and drafting, preparation of construction document sets and creative technical detailing. Very good organizational skills, good verbal and written communication skills, and an ability to multi-task in a busy office are requirements. This position will involve working in a collaborative team environment, supporting projects of various scales and complexity both in-house and with external consultants. Special consideration will be given to candidates with experience (or training) in heritage conservation.

Key Responsibilities

- Manage varied architectural projects, including preparing and tracking project work plans and reporting regularly to Project Associate/or Principal.
- Effectively support Project Associate and/or Principal in acquisition, proposal and preliminary design stages.
- Assess drawing requirements for each phase of the project based on the approved scope of work, then manage the development, co-ordination, and production of high-quality architectural documents (visualizations, drawings, specifications, sketches etc.).
- Oversee junior staff work flow and review production output prior to Associate/ QA review;
- Act as prime contact with consultants for co-ordination.
- Lead site review and contract administration phases, including both office and field functions (responding to RFIs, preparing SI's and submittals; field reports; maintaining RFI and submittal logs; change orders etc.).

Qualifications:

- A Professional degree in architecture;
- 6 years of proven experience as a Project Manager or Lead in firms providing architectural services;
- Experience in all phases of a project, including client communication, consultant coordination, design development, drawing review and contract administration;
- A strong familiarity with building codes and construction assemblies;
- Proficiency in AutoCAD, Revit, Sketchup Adobe Creative Cloud, MS Office;

Preferred candidates will have:

- Cheerful interpersonal skills, concise and clear email communication skills, and collaboration and conflict resolution skills are assets.
- Experience with construction and development approvals (permit, rezoning, site plan).
- A demonstrated passion for heritage architecture.
- Knowledge of BIM360 and Bluebeam.

About ERA Architects:

ERA Architects Inc. is a multidisciplinary heritage-focused architecture and planning firm employing 100 staff from a diversity of backgrounds and disciplines. Founded in 1990 and based in Toronto (main office), Ottawa and Montreal, ERA provides full professional services for both the public and private sectors. An important part of ERA's core mission is to work at the intersection of the multi-valent richness of heritage (cultural, architectural and landscape) and the emerging best practices of placemaking, at all scales. ERA embraces this unique approach to our projects as a core value.

ERA frequently works with other firms and believes that collaboration produces great projects. ERA also values the diverse talents of our staff, who share skills across four cross-pollinating studio teams.

ERA does not discriminate against applicants or employees because of their race, creed, colour, 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.

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