



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

CONSTRUCTION ADMINISTRATOR

Overview

ERA is seeking motivated individuals with a **minimum 8 years** of experience to join our multi-disciplinary team in Toronto. Our work involves the adaptive reuse of existing buildings, as well as the design and construction of new buildings in sensitive contexts. Understanding context and improving the quality of places are the key components to the success of our stimulating projects. We work collaboratively both inside ERA and with our consultants to support projects of various scales and complexity.

Working at ERA

Though we are all currently working from home due to COVID-19, we are an energetic, passionate, and social group, who work hard while still ensuring a work-life balance. We especially appreciate candidates who are passionate about the intersection of historic and contemporary architecture and places, who possess strong interpersonal skills, and thrive in a collaborative studio environment. Working at ERA means you will learn about the many layers of the city and how they guide our approach to everything we do. ERA offers some very competitive benefits, including: competitive salaries according to level of experience; professional development stipends; in-house educational forums and licensure support; 37.5-hour work week; health and dental benefit plan; and RRSP matching plan.

Key Responsibilities

Candidates must be based in the GTA due to the location of our active projects under construction. Key responsibilities include:

- Implement the project as directed by, or in consultation with the project team.
- Be the prime liaison between CMs/general contractors, client/owner and internal team.
- Provide construction administration functions to projects, 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 Team.
- Report to manager on a regular basis outlining status of job cost control and scheduling issues.

Application

To apply please email your resume, portfolio sample and a short letter of introduction to shelleyl@eraarch.ca and indicate in the subject line: Application for Construction Administrator (Dec 2021). Applications will be accepted until December 13, 2021 at 6pm.

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 reasonable accommodation to applicants with disabilities.

We thank all applicants for their interest; however only those selected for an interview will be contacted. No agency referrals will be considered.

December 2021 (Team Evans)