

Senior Project Manager

We are looking to fill an immediate full-time position for a focused and collaborative Senior Project Manager to complement our growing team.

OFFICE DUTIES

Contribute as a team member in support of the Architect, Managing Partner, fellow Senior Project Managers.
Direct and manage workflow of Junior Project Managers and Associates.
Draw and assemble comprehensive construction drawing packages.
Regularly communicate with consultants and analyze consultant drawings and technical documents.
Construction project management and administration - includes coordination with general contractors, review of shop drawings, attend site visits for active projects, and undertake field review when necessary.
Prepare presentation graphics and drawings.

EDUCATION REQUIREMENTS

A bachelor's degree from a 4+ year university architectural program or a diploma from a 3+ year college architectural program.

5 years minimum full-time architectural office work experience in a position with progressively increasing levels of responsibility.

SOFTWARE REQUIREMENTS

Revit & AutoCAD
SketchUp
Microsoft Office Suite

APPLICATIONS

Applicants should submit a PDF of their resume by e-mail to the below address indicating the position they are applying for in the subject line. Please no phone calls or drop-ins.

careers@ada-architect.ca

Architectural Design Associates Inc., Architect welcomes applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.