



## **Position – Construction Administrator**

### **Background on Keystone Architecture & Planning Ltd.**

Keystone is an Architectural services firm situated in Abbotsford, BC. Our diverse portfolio covers both the private and public sector and our projects are located throughout the Fraser Valley, Lower Mainland, Okanagan and beyond, as well as Alberta.

Keystone has a well-established reputation of utmost integrity, a client-focused approach, and seamless execution. For over 25 years, we have been cultivating and finely tuning a proven and successful design process that combines innovative designs and practical solutions for a wide variety of clients, project types, and industries. The end result of this process is that it transforms projects into something far greater – developments of true lasting value.

Located in the heart of BC's beautiful and rapidly growing Fraser Valley, we are within close proximity to mountains, lakes, and natural beauty and are just an hour's drive away from Vancouver. Abbotsford is a progressive and family-oriented community that offers tremendous opportunities for work, play, and growth. Although it is near to Vancouver, property and rental costs are significantly lower, therefore, the improved standard of living and more relaxed pace are highly desirable aspects of this area.

### **Qualifications:**

- Architectural and Building Technology Diploma (minimum) or equivalent education
- Minimum 5 years post-graduate local experience working in an Architectural firm or similar experience
- Experienced in Construction Administration
- Sound technical background
- Understanding of the importance to maintain the original design intent
- Proficient knowledge of local and national building codes
- Construction background / experience would be an asset
- Experience in the production of specifications would be an asset
- CCCA Certification would be an asset

### **Skills Required**

- Ability to multi-task and be involved on a multitude of projects
- Ability to implement and integrate systems, protocols, and standards
- Ability to work well within a team setting and collaborate on projects
- Ability to complete well-executed projects while working under deadlines/budgets
- Ability to ensure the construction process conforms with the drawings and specifications



- Ability to ensure code compliance is realized on site
- Flexible and able to serve in multi-faceted roles switching roles throughout workday
- Proficient with MS Office Suite
- Problem solving capabilities
- Detail oriented
- Strong communication proficiency
- Sense of humour and ability to have fun!

### **Incentives & Compensation**

People are our greatest asset and we continuously seek out and hire the most talented individuals in the architecture industry. We believe in fostering an atmosphere of creativity, teamwork, and success together - through our collaborative approach, each member of our team has the opportunity to contribute. Because of our diverse portfolio, company structure, and philosophy, we give our employees the exciting opportunity to gain knowledge and experience in their careers while working on a variety of project types, with a variety of client groups, and throughout the design processes and phases. We also believe in a hard work, hard play mentality and we like to have fun both while at work and outside of work as a team.

We have a highly team-oriented, positive, and synergistic work environment and we generously reward the success that we realize as a team together. Our total compensation package includes (but is not limited to) the following:

- Competitive base compensation
- Substantial performance incentive profit distribution
- Benefits plan including dental, extended medical, life, and disability insurance
- Continuing education allowance
- Higher vacation allowances and allotments
- Work/life balance

Qualified candidates interested in this exciting career opportunity should send their resume with a cover letter and portfolio to [careers@keystonearch.ca](mailto:careers@keystonearch.ca).

The successful candidate will be offered a competitive compensation package that will vary depending on experience and qualifications. This compensation package may include a relocation assistance signing bonus to candidates coming from outside the lower mainland. For further information on our firm and projects, please visit our website at [www.keystonearch.ca](http://www.keystonearch.ca) or our LinkedIn page.

If you're looking for more than just a job, then come join us at Keystone Architecture and be a part of something far greater!