

 **POSITION****Construction Administrator - Abbotsford and Calgary****WHO WE ARE**

Keystone has a well-established reputation of a client-focused approach. For over 30 years, we have been cultivating a successful design process that combines innovative design with practical solutions and transforms projects into developments of lasting value.

Our people are absolutely foundational to our success and who we are. We believe in fostering an atmosphere of creativity, teamwork and success together - through a 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 & locations, with a variety of client groups, and throughout the project phases.

Keystone highly encourages and invests in career development opportunities, as well as growth and advancement within the workplace. 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.

QUALIFICATIONS

- » Architectural and Building Technology Diploma (minimum) or equivalent education
- » Minimum 5 years (preferably 8 plus 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
- » CCCA Certification would be an asset

SKILLS

- » Ability to multi-task and be involved on a multitude of projects
- » 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
- » Proficient with MS Office Suite
- » Strong communication proficiency and detail oriented

KEYSTONE ARCHITECTURE & PLANNING LTD.

WHAT WE HAVE TO OFFER

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

- » **Competitive base compensation**
- » **Employees share in the profits through a performance metrics-based bonus system**
- » **Benefits plan including dental, extended medical (with generous paramedical practitioners coverage), life and disability insurance**
- » **Individually customizable work schedule**
- » **Higher than standard vacation allowances and allotments**
- » **Continuing education allowance**
- » **Regular events and team building activities**
- » **Work/life balance**

The successful candidate will be offered a competitive compensation package that will vary depending on experience and qualifications.

HOW TO APPLY

Qualified candidates interested in this exciting career opportunity should send their resume with a cover letter and portfolio to:

careers@keystonearch.ca (*Subject line to read: your name, position applying for and office location*)

For further information on our firm and projects, please visit our website at

www.keystonearch.ca or visit 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 greater!

KEYSTONE ARCHITECTURE & PLANNING LTD.

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