



Careers : Contract Administrator

About Amphora

Amphora Architecture Inc. is a growing Canadian design practice located in Winnipeg. We are actively engaged in a wide spectrum of works for corporate, non-profit, and public sector clients. Our projects range in scale from urban master plans to interior renovations. We are looking to add a focused, and technically skilled Contract Administrator to our team.

Duties include:

This team member will provide construction administration for various projects on site and within the office, work with the design team to develop construction working drawings, and communicate and co-ordinate with consultants throughout construction.

The ideal candidate will possess :

1. A degree in architecture, engineering or related training (i.e. C.E.T);
2. Strong written communication skills;
3. Knowledge of, and experience working with, CCDC construction contracts;
4. A valid Manitoba driver's license and access to a vehicle;
5. Knowledge of the Manitoba Building Code, with experience in the preparation of building code analyses;
6. Proficiency in AutoCAD; and
7. 5+ years experience working in an architectural or engineering firm in North America.

How to apply :

Interested applicants are encouraged to forward a cover letter and resume, in confidence, to info@amphora.ca. We thank all applicants for their interest in Amphora! Only candidates selected for an interview will be contacted.