

**Henriquez Partners Architects**

598 W Georgia Street
Vancouver BC V6B 2A3

604.687.5681
henriquezpartners.com

LOOKING FOR TALENTED INDIVIDUALS TO JOIN OUR TEAM

Henriquez Partners Architects is dedicated to working closely with clients to create buildings that are culturally, economically and environmentally sustainable. It is our view that every project is an opportunity to enrich local communities by seamlessly integrating ethics and aesthetics. Informed by this credo and by an unwavering commitment to design integrity, we have consistently demonstrated the ability to manage projects from design through to construction, and the technical expertise to create structures that stand the test of time. Our buildings have received several awards for design excellence, including the Governor General's Medal in Architecture for the Lore Krill Housing Coop, the Trent Environmental Sciences Building, and the Sinclair Centre Federal Office Complex.

We excel at large and complex mixed-use projects, such as the 1 million square foot TELUS Garden mixed-use development, Woodward's redevelopment, and most recently the Mirvish Village site at Bloor and Bathurst in Toronto. It is our philosophy that no building is too small if it contributes to society in a meaningful way as result, our portfolio also features an array of smaller, unique civic structures. We are seeking talented individuals to help complement our existing team.

SENIOR ARCHITECT / PROJECT MANAGER CONSTRUCTION ADMINISTRATION

We have an immediate opening for a Senior Architect with 15 + years of experience in construction administration for complex mixed use residential developments. The ideal candidate is a seasoned professional extensive experience in contract documentation and contract administration in Vancouver or British Columbia. We require strong leadership skills and an ability to lead a team in commercial office tower, complex institutional, residential and mixed-use projects. Applicants must be registered with the AIBC, or eligible to be registered in the province of British Columbia.

THE SUCCESSFUL CANDIDATE WILL:

- Have at least 10 years in construction and contract administration for complex mixed use residential developments
- Proficient with Vectorworks (preferred) or REVIT
- Maintain effective liaison with contractors, clients and authorities having jurisdiction
- Conduct on-site visits to review compliance with contract documents; to observe and report on work in progress; preparation of Field Reviews
- Respond to Contractor RFI's, issue SIs and perform submittal reviews.
- Chair and prepare minutes for all construction progress meetings.
- Maintain up to date project records.
- Establish and maintain project criteria and communicate it to project teams
- Have exceptional technical, communication and leadership skills, which enable you to manage projects with confidence and ease
- Have knowledge of applicable building codes /standards and a proven work history working with construction documents.
- Be comfortable managing multiple projects concurrently
- Possess strong analytical and problem-solving skills
- Have a proven track record of maintaining high quality standards while working to tight deadlines
- Be organized and give strict attention to detail and be a good troubleshooter and problem solver who works well under pressure with a can-do attitude
- Have high initiative and be self-motivated
- Possess a Bachelor of Architecture; Master of Architecture preferred



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This position works closely with our Construction Administration team.

Please submit cover letter, resume and portfolio to the attention of:

Andrea Smith, Finance and HR Administrator

andreamith@henriquezpartners.com

Thank you in advance for your response, however only those chosen for interviews will be contacted. No phone calls please.