

**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.

PROJECT COORDINATOR

We are looking to fill the position of Project Coordinator to assist in Project Management for the Managing Principal. The ideal candidate has project coordination experience and is knowledgeable in the development industry in Vancouver.

Duties:

Executive function responsible for overseeing the project planning, coordination and communication of projects for the Managing Principal including but not limited to:

- Attending internal and external project meetings where the Managing Principal is present.
- Acting as a liaison with and support to the Executive Assistant to the Managing Principal
- Coordinating with Principals and Directors for the day-to-day and key meeting deliverables associated with Managing Principal meetings both internal and external.
- Responsibility for meeting minutes, documentation of key items, major milestones and project schedules associated with and/or resulting from Managing Principal's project meetings; coordinating print and digital materials for meetings.
- Assisting community engagement and Open House coordination.
- This position liaises and works closely on a day to day basis with the Managing Principal, the Managing Principal's Executive Assistant and the Project Manager.
- Filling the Executive Assistant role for vacations, illnesses, etc.

REQUIREMENTS:

- Exceptional communication skills.
- Strong analytical and problem-solving skills.
- High attention to detail and rigor (legal background an asset).
- Project Coordination experience (with a development or architectural firm is an asset).
- Fast learner and a desire to understand the full life cycle of an architectural project.
- Knowledge and interest in the development industry in Vancouver.
- Strong technical skills in Microsoft Office (Word, Excel, Outlook).
- Experience working with Adobe, especially Acrobat, InDesign an asset.
- A Bachelor's Degree or equivalent and 5+ years of relevant experience.
- Have a proven track record of maintaining high quality standards while working within tight deadlines.



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Please submit cover letter, resume and portfolio to the attention of:
Carmen Wong, Office and HR Administrator
reception@henriquezpartners.com

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