



**Henriquez Partners Architects**

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## **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. We excel at large and complex mixed-use projects, such as the 1 million square foot TELUS Garden development, Woodward's redevelopment, Mirvish Village site at Toronto, and most recently the Oakridge redevelopment spanning 28-acres making it the largest development in Vancouver's history.

We are seeking a talented individual to help complement our existing team.

### **SENIOR ARCHITECT – CONSTRUCTION ADMINISTRATION**

We have an immediate opening for a Senior Architect with 12+ years of experience, with a minimum of 5 years local experience in construction administration for complex mixed-use residential developments. The ideal candidate is professional with 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 12 years' experience, with a minimum of 5 years in local construction and contract administration for complex mixed-use residential developments.
- Be proficient with Vectorworks 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 SI's 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 minimum Bachelor of Architecture.

This position works closely with the Director of Construction Administration.

Please submit cover letter, resume and portfolio to the attention of:  
Carmen Wong, Office and HR Administrator  
[carmenwong@henriquezpartners.com](mailto:carmenwong@henriquezpartners.com)

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