**Architect**

**Location:** ADA Architecture Inc., Saskatoon, Saskatchewan

**Report to: Principals**

**Scope:**
As an Architect at ADA Architecture, you will play a key role in the design and delivery of innovative, high-quality projects. You will help guide projects from concept through construction and warranty, bringing both creative vision and technical precision to the table. You will navigate complex renovations and new builds across the commercial, institutional, and industrial sectors.

**Objective:**
You will help guide architectural projects, ensuring they adhere to the highest quality standards, integrity, and innovative design. You will oversee all phases of project development, from initial concept creation to detailed design, construction contract administration and warranty. By working closely with clients, you will understand their needs and expectations, tailoring each project to meet their specific requirements. Collaborating with a skilled team of professionals, you will maintain strong relationships with clients and stakeholders, delivering exceptional service throughout the project.

**Responsibilities:**
- Design Process
    - Assist project development in collaboration with clients, principals, project managers, and consultants.
    - Support project delivery planning, including budgets, schedules, and team planning.
    - Produce, organize, and coordinate construction documents with Revit and CMS specifications.
    - Assist with internal design and technical standards, best practices, and knowledge sharing.
    - Specify and research materials and systems.
    - Oversee contract administration tasks including Change Orders (COs), Supplemental Instructions (SIs), Requests for Information (RFIs), shop drawings, and payment certifications.
- Client Relations
    - Maintain strong client relationships through exceptional service and communication.
    - Understand client needs and expectations and ensure that projects are delivered to their satisfaction.
    - Coordination with clients, contractors, consultants, and permitting authorities.
- Technical Expertise
    - Utilize AI-driven tools, full 3D capabilities, and cutting-edge workflows to enhance project design and delivery.
    - Ability to produce construction documents with Revit.

o Ensure compliance with all relevant regulations and standards.
- Team Collaboration
  - o Work closely with the principals and other team members to foster a collaborative and supportive work environment.
  - o Mentor junior staff and foster a learning culture.
  - o Support project delivery planning, including budgets, schedules, and team planning.
  - o Document and distribute meeting minutes.
  - o Contribute to daily office operations and team collaboration.
- Quality Assurance:
  - o Conduct internal quality reviews at key project milestones.
  - o Conduct on-site reviews of construction progress throughout the construction phase of projects.

**Requirements:**
**Education and Experience**
- Accredited degree in Architecture.
- Registered Architect in good standing with the Province of Saskatchewan or eligible for registration with the SAA.
- Minimum of 7 years of experience in design and detailing in Canada.
- Strong knowledge of NECB, the National Building Code, and Barrier-Free Design.
- Proven drawing ability, including utilizing 3D modeling in Revit and similar software.
- Class 5 Driver's License and motor vehicle suitable for all seasons.

**Skills and Competencies:**
- Strong interpersonal skills with excellent written, oral, and graphic communication skills.
- Strong problem-solving and critical thinking skills.
- Ability to manage multiple projects simultaneously.
- Collaborative, enjoys working in a team environment

**Compensation:**
- RRSP matching contributions.
- Benefits and Disability plan.
- Health Spending account.
- Reimbursement of professional dues.
- Paid travel expenses for conferences and project-related trips.
- Annual professional development budget.

**How to apply and closing date:**
Contact Tracy Arno at Essence Recruitment at tracy@essencerecruitment.ca or www.essencerecruitment.ca.