



PROJECT MANAGER - INTERMEDIATE ARCHITECT

ABOUT ERA

ERA Architects Inc. (ERA) is an award-winning architecture and planning firm focused on conservation through reactivation. Working across a lively spectrum of scales and locales, we develop heritage planning approaches that renew and improve the built environment. The work we produce touches a wide range of sectors such as governmental and educational institutions, public housing agencies, healthcare, arts & culture, recreational, commercial, and retail, hospitality, and residential.

POSITION SUMMARY

ERA is currently seeking an intermediate architect with a strong passion for heritage conservation to join our multi-disciplinary team in our Toronto Office. Operating as an Architectural Project Manager, the ideal candidate will lead, manage, and oversee all aspects of the project workflow on a day-to-day basis from the schematic design phase to construction administration. Using their well-rounded architectural and technical experience, they will demonstrate their passion for excellence through drawing, drafting, preparing construction document sets and creative technical detailing. They will also use their critical thinking skills in the production of deliverables and demonstrate an awareness of context, client, or file sensitivities to ensure project success.

If you have 6+ years of architectural experience and enjoy working in a collaborative team environment to support projects of various scales and complexity in heritage conservation, then this position is for you!

KEY RESPONSIBILITIES:

- Develop, coordinate and produce construction documents (drawings and specifications) on projects in collaboration with the Associate and project team while delegating tasks to ensure internal and external deadlines are met;
- Under the direction of Senior Architect, contribute to the development of design solutions for retrofitting and rehabilitating existing building assemblies through applied product research and detailing.
- Oversee and coordinate site review and contract administration, including both office functions and field functions;
- Process, review and answer RFIs and submittals; write regular field reports and distribute to the team
- Maintain RFI and submittal logs and review and comment on change orders;
- Ensures that relevant building codes, planning, heritage, safety, environmental standards are acknowledged, understood and being addressed through all project stages;
- Resolve problems which arise on the jobsite, in collaboration with the Project Associate/Team Lead;
- Set priorities, develop a work schedule, monitor progress towards goals and proactively reports to the Associate on a regular basis outlining status of job cost control and scheduling issues;
- Implement the project as directed by the Project Associate or in consultation with the project team;
- Model consistency in the application of project/ERA standards while also reviewing the work of others for consistency in the same respect;
- Make recommendations and/or resolves project issues as they arise while knowing when to escalate the issue to the Project Associate.

QUALIFICATIONS

- Graduate of an accredited program in Architecture (masters level);
- A minimum of six (6) years of post-graduate experience in an architectural environment;
- Experience in all phases of a project, including client communication, consultant coordination, design development, drawing review and contract administration;
- A strong familiarity with architectural and engineering standards and building practices;
- Proficiency in AutoCAD, Revit, Adobe Creative Cloud, and MS Office;
- Proficiency in BIM360 and Bluebeam;
- Strong project management skills and financial literacy skills;
- Ability to work well in a collaborative team environment ;
- Excellent verbal and written communication skills;
- Excellent organizational, problem solving and critical thinking skills;
- Ability to prioritize and multi-task while managing competing deadlines in a fast-paced environment.



EMPLOYEE BENEFITS (JUST TO NAME A FEW)

- Competitive salary according to level of experience;
- Discretionary Bonus;
- ERA Days (Paid-time Off)
- Flexible work schedule and hybrid model;
- Generous Comprehensive Health, Dental and Vision Benefit Plan;
- RRSP matching plan;
- Professional Development Allowance and Paid Associations Fees/Professional dues;
- Unique and collaborative work culture and environment

To apply please email your resume, portfolio sample and cover letter to ElizabethP@eraarch.ca and indicate in the subject line: [Application for Project Manager - Intermediate Architect](#). Applications will be accepted until July 8th, 2024.

ERA does not discriminate against applicants or employees because of their race, creed, color, age, religion, gender, disability, sexual orientation, marital status, military status, national origin or ancestry. ERA is committed to fostering an inclusive and equitable workplace where all employees and partners feel valued, respected and supported. ERA is committed to working with and providing reasonable accommodation to applicants with disabilities.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. No agency referrals will be considered.