



OPPORTUNITY BRIEF

Senior Contract Administrator



SEARCH CONDUCTED
BY PLACEMAKING 4G



STATEMENT OF INTENTION

We welcome applications from all interested individuals, placing a particular emphasis on qualified candidates from historically excluded groups.

We encourage submissions from Black, racialized, Indigenous Peoples, People with Disabilities, members of the 2SLGBTQ+ community, women in non-traditional fields, and newcomers to Canada. Preference will be given to candidates who identify with any of these equity-deserving groups. We invite you to share this information in your cover letter or resume, and we invite you to express your pronouns.

Moreover, we collaborate closely with the P4G search team, who are dedicated to creating a safe space for you to openly discuss your experiences, preferences, and any accommodations that may support you. This partnership ensures that your information is handled with sensitivity and respect.



ABOUT ZZAP

We're not electricians nor are we a blues band. So what's up with the name? Introducing Zwicker Zareski Architecture and Planning – zzap for short. Founded by Greg Zwicker and Joe Zareski, and joined by new partners Justine Bowles, Connor Wallace, and Zahra Williams, the team at zzap comes with decades of experience in Architecture and Planning, a keen appreciation of relationships and strategy, and a laid-back creative vibe. Kinda like a blues band, actually.

Oh and for the record, the first “zed” is silent :)

We believe architecture and planning should be pals.

Sure, they're separate disciplines. But like Lennon and McCartney, their best work is done hand in hand. Our uniquely collaborative approach puts planners, architects, clients, and regulators in a room together to create projects that fully realize the potential of each site and the communities they're a part of.



OUR VALUES

Start-to-Finish
Care and Respect

Just Be Honest
(Honesty and Trust)

Check Our Egos at the Door
(Humility)

Bring 'Em to the Table
(Collaboration)

Roll with It
(Adaptability)

THIS MOMENT, THIS POSITION

As the Senior Contract Administrator, you will play a dynamic and pivotal role in ensuring that our construction projects meet all contract requirements and regulatory standards. This role demands keen attention to detail, exceptional organizational skills, and the ability to maintain positive relationships while educating on, negotiating, and upholding regulations and contracts. You will review ongoing construction projects to monitor compliance, identify deficiencies, and suggest resolutions, ensuring documentation is current and accurate.

HOW YOU WILL CONTRIBUTE

Stakeholder Liaison

- During construction, act as the primary liaison between Project Managers, Construction Managers, General Contractors, Clients/Owners, and AE teams.
- Collaborate with clients/owners on project-related issues and coordinate revisions to contract documents.
- Communication with contractors, clients, and approval authorities.
- Review and interpret construction documents and coordinate with relevant stakeholders.

Compliance and Quality Assurance

- Ensure compliance with company policies, legal requirements, and regulatory standards.
- Perform quality control/constructability reviews on drawings and specifications prior to issuing documents for permit/tender.
- Conduct on-site visits to review compliance with contract documents, observe and report on work in progress, and prepare site reports.
- Perform periodic QA/QC construction site visits to ensure compliance with project specifications.

Contract and Documentation Management

- Prepare contract administration documents, including monthly payment certificates and substantial & total performance documentation.
- Implement contract administration and document control process, ensuring that all project records are organized, up-to-date, and reflect any changes to construction contract documents.
- Manage field changes and negotiate contractual matters such as price agreements, change orders, and scope changes.
- Process Requests for Information (RFIs) and submittals, ensuring timely responses and resolutions.
- Respond to Contractor requests for information and administer change documents as required.

Project Coordination and Oversight

- Manage the contract administration phase of all assigned projects, ensuring the work is completed accurately, on schedule, and on budget.
- Conduct construction site reviews and participate in progress meetings for multiple projects.
- Provide progress reports to the project team.
- Assist the Architectural team with constructability reviews and oversee closeout submittals.

WHAT WILL HELP YOU BE SUCCESSFUL

- *7+ years of experience in a Contract Administration and/or Construction Project Management within the architecture or construction industry.*
- *An educational background in Architecture, Engineering, or Construction Management.*
- *Prior experience working on a variety of projects including but not limited to mixed-use residential, commercial, and institutional.*
- *Knowledge of applicable building codes/standards and experience working with construction documents. Familiarity with CCDC and RAIC contracts.*
- *Proficiency in Revit and AutoCAD is an asset.*
- *In-depth understanding of contract document drawings and specifications.*
- *Ability to negotiate, find common ground and develop good working relationships with construction site leaders, clients, and team members.*
- *Ability to handle multiple project responsibilities simultaneously.*
- *A valid driver's licence (frequent travel required).*



THE PACKAGE

Salary Starting at \$80,000
(Negotiable based on experience)

Benefits

- 3 weeks vacation
- 10 Wellness days
- Summer Hours (June - September)
- Flexible work arrangements
- Professional Development
- zzappy activity/Hobby benefit

Location Dartmouth, Nova Scotia

WHAT TO EXPECT

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect an invitation to chat with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to get to know what inspires you.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 organization representatives.
- Finalists may participate in a second round interview or skills activity and working-style assessment.
- P4G will check employment references and assist in presenting an offer to the successful candidate.

APPLICATION DETAILS

Apply now by
[Clicking Here!](#)

Please be sure to include a cover letter that speaks to your experience, but we also want to get a glimpse of your personality.

Don't be generic. Be yourself.