

ARCHITECT

Permanent



Nadeau Soucy Ellis
architectes | architects

JOB LOCATION:

- DIEPPE, NB

JOB DESCRIPTION

Nadeau Soucy Ellis Architects are currently seeking an Architect with a minimum 5 years experience to join our team in the Dieppe office. The candidate should have a broad architectural experience and a thirst for design. Excellent verbal and written (French and English) communication skills are a must, as well as the ability to multi-task in a busy office.

KEY RESPONSIBILITIES

- Assisting in the preparation of Request For Proposals, including preparing fee proposals;
- Preparing, developing and coordinating architectural design, detailing and construction documentation;
- Preparing project scheduling;
- Attendance to meetings and collaboration with clients/owners;
- Preparing project budgets from Class D to Class A;
- Responsible for establishing, maintaining and adhering to project budget and schedule;
- Coordination of technical drawings with all disciplines;
- Review of National Building Code and City By-Laws;
- Managing projects from pre-conception to final site inspections;
- Assistance in the production of Addendum and responding to RFIs during the Tendering Phase;
- Preparation of project reports (Minutes of meetings) and status updates;
- Shop drawing reviews;
- Progress claim reviews;
- Interim and final inspections;
- Preparation of deficiency list for substantial completion.

SKILLS REQUIRED

- Creative problem solving;
- Minimum 5 years as a licensed Architect;
- Writing specifications is considered an asset;
- Preparing colour schemes and colour boards are considered an asset;
- Technical drawing ability - Revit and CAD skills required;
- Licensed Architect with AANB;
- Proficient in the use of Microsoft Office suite of software is required;
- Strong SketchUp skills;
- Strong French and English communication skills both written and oral

ADVANTAGES/SALARY

- Competitive remuneration.
- Year-round summer schedule, week ends Friday at noon.
- Flexible hours.
- Possibility of having a few days of work online.
- Weeks of vacation depending on experience at hiring.
- Paid sick leave.
- Work environment based on mutual aid, respect and collaboration between colleagues.
- Work-Family balance.

Submit Resume's to : carole.nadeau@n2se.ca

NADEAU SOUCY ELLIS ARCHITECTS

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