

# Senior Project Manager/ Intern Architect

**We are looking to fill an immediate full-time position for a focused and collaborative Senior Project Manager/ Intern Architect to complement our growing team.**

## **YOUR ROLE**

Contribute as a team member in support of the Architect, Managing Partner, fellow Senior Project Managers.  
Direct and manage workflow of Junior Project Managers and Associates.  
Draw and assemble comprehensive construction drawing packages.  
Regularly communicate with consultants and analyze consultant drawings and technical documents.  
Complete municipal permit process and submissions.  
Construction project management and administration - includes coordination with general contractors, review of shop drawings, attend site visits for active projects, and undertake field review when necessary.

## **EDUCATION REQUIREMENTS**

A bachelor's degree from a 4+ year university architectural program or a diploma from a 3+ year college architectural program.

2 years minimum full-time architectural office work experience

## **SOFTWARE REQUIREMENTS**

AutoCAD & Revit  
Microsoft Office Suite

## **OFFICE CULTURE**

At ADA we offer a fast paced, collaborative working environment and a variety of projects to expand your growth and knowledge within the design world. In our commitment to design excellence, we encourage our employee's professional development and offer reimbursement incentives for eligible accreditations. Our employees are provided with excellent benefits, annual bonus opportunities, contributions to group RRSP, paid holidays and time off.

## **APPLICATIONS**

Applicants should submit a PDF of their resume by e-mail to the below address indicating the position they are applying for in the subject line. Please no phone calls or drop-ins.

**[JKavanaugh@ada-architect.ca](mailto:JKavanaugh@ada-architect.ca)**

Architectural Design Associates Inc., Architect welcomes applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.