



## Architectural Project Manager

**Posted by:** First Nation Contracting

**Posting date:** 22-Mar-2024      **Closing date:** 18-Sep-2024

**Education:** Bachelor's degree

**Language:** English

**Job location:** Athabasca

**Salary:** \$Salary 39.00 to 49.00 hourly (To be negotiated) Per Hour

**Years of Experience:** 2 years

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ4626992

Expired

### Job description:

#### Tasks

Consult with clients to determine the type, style, and purpose of renovations or new building construction being considered

Project management

Conceptualize and design buildings and develop plans describing design specifications, building materials, costs, and construction schedules

Office management

Construction site supervision  
Prepare sketches and models  
Perform architectural research  
Prepare or supervise the preparation of drawings, specifications, and other construction documents for use by contractors and tradespersons  
Conduct feasibility studies of building projects  
Estimate costs  
Financial and budget administration  
Prepare bidding documents, participate in contract negotiations, and award construction contracts  
Proposal preparation  
Tender and administer contracts  
Write plans describing project specifications and construction schedules  
Interior design (general)  
Monitor activities on construction sites to ensure compliance with specifications  
Conduct feasibility studies and financial analyses of building projects

## Who can apply to this job?

### Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

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To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [boisconsult@gmail.com](mailto:boisconsult@gmail.com)

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