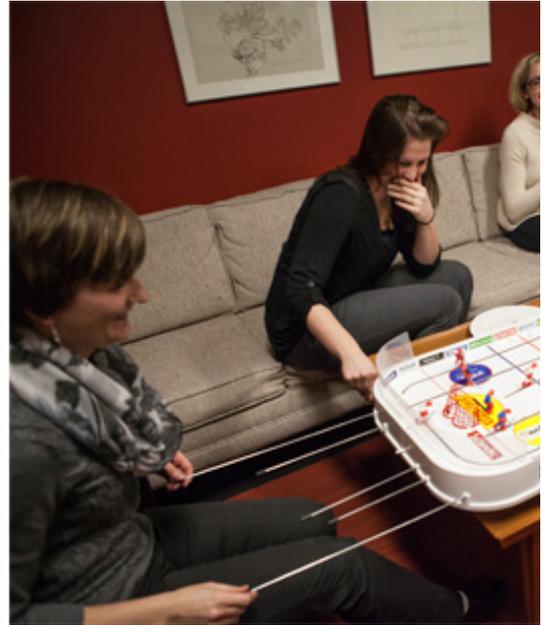


## CAREERS



**Number TEN Architectural Group** is an integrated practice of architecture, planning, interior design, continuous learning, sustainable design and best practices in management and production. We work in a collaborative way by actively listening and vigorously responding to the challenges of each project.

We thank you for your interest in joining Number TEN Architectural Group. Only those selected for

### **AVAILABLE POSITIONS:**

[Architect](#)

[Architectural Intern](#)

[Architectural Technologist](#)

[Contract Administrator](#)

[Interior Designer](#)

[Project Accountant](#)

# ARCHITECT

We are seeking a creative, dynamic and energetic individual to join us in the role of Architect. The collaborative team through all project stages from programming to design and construction administration.

## Experience & Qualifications

- Registered Architect with minimum ten (10) years of experience.
- Demonstrates excellent design and communication skills (graphic, verbal and written).
- Ability to provide leadership, engage the project team, and liaise with our valued clients.
- Strong coordination and organizational skills with attention to detail.
- Proficient with AutoCAD and Revit.
- Excellent knowledge of sustainability practices.

## How to Apply

If you feel you have the education, experience and qualities to join our team, please email your resume, qualifications, work experience, and desired remuneration to [hr@numberten.com](mailto:hr@numberten.com) (<mailto:hr@numberten.com>)

Number TEN Architectural Group  
Attention: Greg Hasiuk, Practice Leader  
310-115 Bannatyne Avenue  
Winnipeg, MB R3B 0R3

All applications are kept in the strictest confidence. We thank all applicants in advance, however, only those contacted.

# ARCHITECTURAL INTERN

We are seeking a creative, dynamic and energetic individual to join us as an Architectural Intern. The collaborative team through all project stages from programming to design and construction.

## Experience & Qualifications

- Architectural degree from an accredited architecture school.
- Registered intern member with minimum two (2) years of experience.
- Demonstrates excellent design and communication skills (graphic, verbal and written).
- Ability to provide leadership, engage the project team, and liaise with our valued clients.
- Strong coordination and organizational skills with attention to detail.
- Proficient with AutoCAD and Revit.
- Excellent knowledge of sustainability practices.

## How to Apply

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## ARCHITECTURAL TECHNOLOGIST

We are looking for a dynamic individual to join our team as an Architectural Technologist. Number TEN offers a collaborative environment on a diverse range of projects (both in scale and value).

As part of the project team, this individual will prepare and produce well coordinated architectural drawings in conducting research, preparing drawings, architectural models and specifications.

### Experience and Qualifications

- Degree or diploma in engineering or architectural technology;
- Minimum five (5) years experience in a related field;
- Intermediate to advanced knowledge of architectural building systems;
- Proactive problem solver, task oriented with a strong sense of urgency;
- Demonstrates excellent communication skills (graphic, verbal, and written) as well as collaborative skills;
- Excellent time management skills;
- Strong coordination and organizational skills with attention to detail;
- Proficient in AutoCAD, Revit, and BIM.

### Compensation:

Commensurate with level of experience and capabilities.

If you feel you have the education, experience and qualities to join our team please email your cover letter to [hr@numberten.com](mailto:hr@numberten.com) (<mailto:hr@numberten.com>), Attention: Kelly Goodwin, or mail to:

Number TEN Architectural Group

Attention: Kelly Goodwin, Office Manager

310-115 Bannatyne Avenue

Winnipeg, MB R3B 0R3

## **CONTRACT ADMINISTRATOR**

We are looking for a dynamic individual to join our team as a Contract Administrator. Number TEN environment on a diverse range of projects (both in scale and value).

As part of the project team, this individual will liaise with contractors, consultants and clients in relation primarily in construction administration, with involvement as required for the preparation of contracts.

### **Experience and Qualifications**

- Degree or diploma in engineering or architectural technology;
- Certified Construction Contract Administrator (CCCA) designation is preferred;
- Minimum of five (5) years of experience in construction contract administration;
- Comprehensive knowledge of laws and regulations related to the construction industry;
- Ability to write and interpret contractual agreements;
- Proactive problem solver, task oriented, with a strong sense of urgency;
- Demonstrates excellent communication skills (graphic, verbal, and written) as well as collaborative;
- Excellent time management skills;
- Proficient with computer applications, in particular, Microsoft Office (Word & Excel) and Bluebeam;
- Working knowledge of AutoCAD, Revit, and BIM.

### **Compensation:**

Commensurate with level of experience and capabilities.

If you feel you have the education, experience and qualities to join our team please email your cover letter to [hr@numberten.com](mailto:hr@numberten.com) (mailto:hr@numberten.com), Attention: Kelly Goodwin, or mail to:

Number TEN Architectural Group

Attention: Kelly Goodwin, Office Manager

310-115 Bannatyne Avenue

Winnipeg, MB R3B 0R3

## **INTERIOR DESIGNER**

We are seeking a creative, dynamic and energetic individual to join us in the role of Interior Design team and be responsible for interior aspects of project work including conceptual, design develop

### **Experience & Qualifications**

- Interior design degree at a CIDA accredited institution.
- Registration, or immediate eligibility to register with PIDIM; NCIDQ qualification is an asset.
- Minimum 3 – 5 years experience providing interior design services.
- Experience in programming, space planning, construction documents.
- Proficient in AutoCAD and Revit.
- Demonstrates excellent leadership, design and communication skills.
- Strong coordination and organizational skills with attention to detail and commitment to producti

### **How to Apply**

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Number TEN Architectural Group  
Attention: Greg Hasiuk, Practice Leader  
310-115 Bannatyne Avenue  
Winnipeg, MB R3B 0R3

All applications are kept in the strictest confidence. We thank all applicants in advance, however, c contacted.

## **PROJECT ACCOUNTANT**

Number Ten Architectural Group is an integrated practice offering architectural, planning and inte to join our team as a Project Accountant. The Project Accountant reports directly to the Accountin for our Victoria and Winnipeg offices. This position includes responding to Client inquiries, coordin time in accordance with our internal standards and billing policy.

### **Duties Include:**

- Effectively communicate with Partners and Project Managers, regarding contract documents, cc
- Maintain the integrity of project financial records;
- Preparation of draft and the execution and distribution of final approved invoices for all billable p
- Processing of project related consultant payables;
- Research any unbilled issues and discuss with Partner in Charge to determine course of action;
- Maintain project file folders;
- Generate and distribute aged accounts receivable report on a monthly on-going basis;

- Assist with new project setup in Deltek Vision and local area network (LAN). Create project budget
- Prepare project analysis reports as requested;
- Provide year end support to Accounting Manager and department;
- Perform additional assignments as directed by the Partner in Charge and/or Accounting Manager
- Communicate and coordinate between Number Ten offices.

**Skill Knowledge, Education & Experience:**

- Accounting education (College diploma in accounting; intermediate level in CPA program; or a master's degree)
- Intermediate computer literacy with accounting systems, MS office;
- Three (3) years of experience in billings and accounts receivable;
- Experience in the architectural/engineering industry would be an asset;
- Ability to work well with others under deadline situations;
- Ability to work independently, take initiative and set priorities;
- Employ problem solving skills and analysis.

If you feel you have the education, experience and qualities to join our team please send a cover letter to [hr@numberten.com](mailto:hr@numberten.com). (<mailto:hr@numberten.com>.)

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply. All applications are kept in strictest confidence and only those suitable candidates will be contacted.

