

Contract Administrator



Number TEN Architectural Group is looking for an experienced problem-solver who thrives in a team-based environment.

About Number TEN

Number TEN Architectural Group is an award-winning integrated practice of architecture, interior design, strategic advisory services, and planning. As a member of Canada's Best Managed Companies, our firm has created a rich legacy of

significant projects and a reputation for excellence across western, central, and northern Canada for over 65 years.

At Number TEN, we serve our clients and communities by designing places that make life better.

We love working with people who go the extra mile, strive for design excellence, and push themselves to achieve more than expected. We are known for having a positive approach, down-to-earth style, and an ability to lead while building lasting relationships.

Our employees enjoy competitive salaries and benefits within a dynamic team-based work environment. At Number TEN, we encourage and support our employees' continual growth and development.

About YOU

We are seeking a dynamic individual to join our team as a Contract Administrator. The successful candidate will contribute their skills on a diverse range of projects (both in scale and value) and will be responsible for the full and timely administration of documentation throughout the construction phase of a project.

Responsibilities:

- Be the prime liaison between the Construction Manager/General Contractor, Client/Owner, and A/E teams during the construction phase of work.

- Work collaboratively in a team environment, primarily in construction administration, with involvement as required for the preparation of contract documents including pre-tender document review.
- Ensure work is proceeding in accordance with the contract documents.
- Carry out regular site reviews to monitor the quality and design intent of the contract documents and prepare field site visit reports.
- Be responsible for the receipt and timely preparation of responses to contractor's Request for Information (RFIs).
- Provide timely review and return of shop drawings.
- Preparation and related administration of site instructions, change directives, change notices, meeting minutes, etc.
- Review and make recommendations on contractor quotations for the Owner's approval and preparation of change orders.
- Review of contractor monthly applications for progress payment, preparation of certificates of payments.
- Attend Owner, Architect, Contractor site meetings.
- Review and process closeout submittals.
- Carry out and issue project deficiency reports at time of contract substantial performance and total completion.
- Report on a regular basis to the Project Manager, outlining status of job cost control and scheduling issues including general progress.

Required Skills & Qualifications

- Degree in Architecture or diploma in engineering or architectural technology.
- Certified Construction Contract Administrator (CCCA) designation is an asset.
- Minimum of five (5) years of experience in construction contract administration or construction project management.
- Comprehensive knowledge of laws and regulations related to the construction industry.
- Ability to write and interpret construction contracts, as well as knowledge of contract administration forms and procedures.
- Proactive problem solver, with the ability to manage multiple priorities and deadlines.
- Excellent communication (graphic, verbal and written), time management, collaboration, and conflict resolution skills.
- Proficient with computer applications: Microsoft Office (Word & Excel) and Bluebeam.
- Proficiency with AutoCAD, Revit and BIM is an asset.

Next Steps:

Please email cover letter, portfolio and resume in .pdf format to: hr@numberten.com or mail to:

Number TEN Architectural Group

Attention: Human Resources

310-115 Bannatyne Avenue

Winnipeg, MB R3B 0R3

Number TEN Architectural Group believes strongly in diversity, equity, and inclusion. Applications from all qualified individuals is welcome, and we encourage applications from, but not limited to, visible minorities, racialized peoples, Indigenous peoples, peoples with disabilities, and persons of all sexual orientations, and gender identities.

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