

Taylor Hazell Architects is a mid-sized firm in downtown Toronto working on community building and government sector, in building retrofit and heritage conservation. We are registered to practice in Ontario, Nova Scotia and New Brunswick. Our present complement of projects include the design of a new Environmental Research Station, the design of a Coast Guard Station on Lake Ontario, the design of a Scarborough Arts and Community Centre, the renovation of 2 Toronto Courthouses, the retrofit of the Whitney Block in Toronto, projects at the Legislative Assembly of Ontario, the retrofit of three historic water filtration/pumping stations in Toronto, the conservation of two historic lighthouses in Nova Scotia, as well as work in Guelph, Sarnia, and Parry Sound.

Position Summary

We are looking for a senior level architect with leadership skills and strong experience in contract document production, and in contract administration on site. You should be an architect with a minimum of 6 years of relevant post graduate experience.

This position is available for immediate start.

Candidates who have good working drawing experience, have direct experience within complex building retrofit environments and with the coordination of engineering disciplines will be suited to this position. We are interested in candidates with proven experience, who have good written and verbal skills and who are creative thinkers looking to learn and to advance in the field. Your resume should explain your relevant work experience in architectural offices.

Position Responsibilities:

- Assist senior firm members in design, contract documents and contract administration roles
- Leading a team
- Technical drawing and detailing for contract document production (strong skills in this area)
- Coordination of project engineering sub consultants
- Contract administration

Qualifications:

- Architect
- Proven AutoCAD experience (mandatory)
- Minimum 6 years of relevant experience in an architectural firm, with demonstrated experience in all phases of project development: Schematic Design, Design Development, Contract Documents, and Contract Administration
- Experience on projects that involve existing building retrofit as well as new construction
- Excellent oral and written communication skills
- Well organized team player with good interpersonal skills
- REVIT proficiency would be an asset
- Experience with heritage buildings, and knowledge of conservation best practices is an asset

Interested parties may submit their application to mail@taylorhazell.com.

We thank all applicants for their interest however only those selected for an interview will be contacted.