

Contract Administrator

Engineering Link
Toronto, ON

Engineering Link is growing its team.

We are looking for a **Contract Administrator** to join our structural engineering consulting department. This role is exciting, diverse, and rewarding.

This is a perfect opportunity for an individual looking to build their career with a growing building envelope and structural engineering firm in downtown Toronto.

The ideal candidate is energetic, self-motivated, enjoys working in a fast-paced environment, and pays attention to detail on every aspect of project delivery.

We are looking for someone who has 5+ years of experience in a role related to QA/QC for projects in the engineering consulting industry.

About Engineering Link: Engineering Link is a leader in building envelope and structural engineering, specializing in sustainable design, restoration, and new construction projects. We work closely with our clients to develop innovative solutions that meet the highest standards in the industry. Join us as we continue to strengthen the built environment together.

What we are looking for in the ideal candidate:

Skills:

- Adaptable: can pivot to meet project needs and is able to focus on multiple projects at one time.
- Entrepreneurial: ambitious and delivers quality work.
- Proactive: takes initiative, analytical, innovative, and is a natural problem solver.
- Team-player: builds positive relationships with colleagues.
- Excellent communication skills both verbal and written; including technical writing.
- A motivated self-starter with a demonstrated ability to work independently, as well as, within a team environment.

Responsibilities:

- Site review for concrete and steel structures.
- Site review documenting existing structures.
- Site review for coring reviews.
- Shop drawing review.
- Managing RFI's and questions from contractors during construction.
- Oversee QC for contract information.

Qualifications:

- 5+ years of experience in a similar role.
- Consulting engineering experience is ideal. Or experience working in the same industry.
- Site experience is critical to this role.
- Diploma or technical education related to construction, contract administration, project management.



What We Offer:

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A collaborative and dynamic work environment.

A resume is required when applying.

Send resumes directly to:

Greg Herman

Leader of People and Culture

Greg.h@englink.ca

Applicants requiring accommodation at any stage in the recruitment process can contact Human Resources.

We thank you for your interest in our firm. Please note that only those candidates selected for the next step in the recruitment process will be contacted by Human Resources.