
Contract Administrator

Based in Waterloo Region, Meritech Engineering is a privately-owned civil engineering firm specializing in Municipal and Land Development Engineering Consulting in one of Canada's most progressive and innovative communities. Our goal is to share our business partners' success by delivering personalized service and fulfilling our commitments with tenacity and determination.

Reporting to the Manager of Construction Services, you will be responsible for all aspects of contract administration related to Municipal and Land Development projects. This is an exciting opportunity with career growth potential to learn the skills necessary towards management and leadership in the Construction group.

The main responsibilities for this full time position will be to:

- Achieve high client satisfaction through the delivery of successful projects by working closely with the Project Manager to ensure proper coordination of all contractual and project related matters
- Completion of all contractual documentation including, but not limited to, contracts, payment certificates, change orders, meeting minutes, and certifications
- Manage construction projects to maintain real time progress and budgets and to ensure field staff have all resources necessary to complete their work
- Manage and mentor field staff to resolve construction issues efficiently and effectively
- Overseeing and promoting compliance with health and safety regulations
- Manage subconsultant services required during construction
- Other duties as assigned.

Qualifications:

- Min. 5-8 years experience in construction contract management
- P. Eng / CET designation or equivalent experience
- Strong computer skills (Microsoft Word, Excel and Outlook), familiarity with AutoCAD and Civil 3D would be considered an asset;
- Ability to interpret construction drawings and specifications;
- Excellent communication, judgement, organizational and interpersonal skills;
- Valid driver's license and access to a reliable vehicle;
- Able to work flexible hours and travel to different site locations within the area;

If you are interested in becoming a member of the Meritech Engineering team please send your resume to: careers@meritech.ca.

Meritech Engineering would like to thank all applicants for their interest. Only those who are invited to participate in our recruitment process will be contacted.