

IDEA Inc is an award winning multi-disciplinary architectural and engineering firm that provides integrated design services for commercial and institutional buildings. For more on us, see our web page at [integrateddesign.ca](http://integrateddesign.ca).

Our firm currently requires two qualified Architectural Technologists for full time positions. The ideal Technologist candidate is hard working and eager, has a diploma, and relevant experience in the Architectural field. We are seeking demonstrated experience in all phases of a project from Planning/Concept through Construction Administration and proficiency in Revit is a must. The role will be best filled by someone with extensive technical and detailing skills, who is client service oriented and takes a lead role in quality control.

Ability to handle multiple projects at once, great organizational skills, verbal and written communication skills, the ability to participate in presentations, time management skills, attention to detail, and problem solving skills are also essential.

### Responsibilities and Duties:

- Perform site investigations/measure
- Develop designs for building systems including drawings and specifications
- Review codes and standards and obtain preliminary approvals where appropriate
- Coordinate within the industry, other disciplines and clients
- Perform contract administration and carry out shop drawing reviews, prepare site instructions and CCNs, review progress draws, etc.
- Perform construction site inspections and prepare field observation reports
- Setup Revit drawings as per the company's standard and prepare them based on sketches, mark-ups and/or design
- Upon completion, verify Revit drawings against such sketches to ensure accuracy of work

### Qualifications and Skills:

- Diploma in Technology, specifically Architectural field
- Minimum of 0-1 years of Canadian job experience in the field, 3-5 years as an asset
- Excellent working knowledge of Revit and Microsoft Office 365
- Ability to manage project tasks within assigned time and budget constraints
- Results oriented, accurate and thorough
- Creative and forward thinking
- Self-motivated and well organized; able to multi-task
- Excellent verbal and written communication skills - English Essential
- Positive and enthusiastic demeanour with a professional attitude
- Works well in a fast-paced environment, meeting deadlines/commitments
- Strong sense of initiative and ability to prioritize tasks
- Has the ability to obtain required govt security clearance
- Bilingualism as an asset

Please forward your resume to: [info@integrateddesign.ca](mailto:info@integrateddesign.ca)

*While all applications are appreciated, only candidates selected for an interview will be contacted.*

**Thank you for your interest.**