



*GEC Architecture is a practice of architects, interior designers, technologists and planners with over 40 years experience in designing great transportation, educational, recreational and sport architectural projects. Our clients appreciate our involvement and commitment to their projects and we consistently earn the trust and respect needed to successfully implement unexpected solutions.*

## **Contract Administrator**

We require a Contract Administrator to join our team in our Calgary studio. You will be working with passionate and committed design and technical teams and contributing to the success of our projects in Southern Alberta. You will have a minimum of 5 years combined education and technical experience in an architectural and/or construction firm, you thrive on the challenge of working with architects, technologists and construction professionals to meet client needs and you are looking for an environment that offers an experienced and committed leadership team. GEC offers a competitive salary and benefits plan.

Please submit your resume:

Attention: Office Manager

GEC Architecture

1110 - 1st Street SW

Calgary, AB T2R 0V1

email: [general\\_office@gecarch.com](mailto:general_office@gecarch.com)