



## **Registered Intermediate Architect Full-Time (8:30-4:30 Monday to Friday)**

### **Who Is Cover?**

Cover Architectural Collaborative Inc. is a 19 person architectural firm, registered with AIBC and located in beautiful Nelson, BC. Through a collaborative approach, Cover Architecture fosters creativity, teamwork, and success where each member of our team has the opportunity to reach their potential. We work throughout the province with projects on Vancouver Island, the North Coast, the Lower Mainland, the Okanagan and throughout the Interior of BC. Our work spans a broad range of scales and typologies, including health care, residential, commercial, institutional, industrial and with Indigenous communities. Cover Architecture is a leader in the application of the Passive House low energy building standard, as well as the new Province of BC Energy Step-Code.

### **Why Work At Cover?**

Cover Architecture considers itself a human centric studio. We rarely work overtime and are flexible with requests for unpaid time off. Individuals can manage their own work hours. While a few of our staff work remotely, and working remotely is supported, this role is largely in-office due to the requirements to mentor the junior staff. We support every individual in reaching their full potential. Our small firm allows for team members to be involved in every aspect of a project and expand their experience as opportunities allow. We contribute to the costs of Continuing Education for all team members. Our management system is moving towards a "Distributed Authority" model that empowers individuals to contribute to the evolution of the firm and decision making processes. We offer a substantial medical and dental plan and a newly renovated office located at 1-96 Baker St. in beautiful, downtown Nelson, BC.

### **Why Move To Nelson?**

Nelson, BC, and Cover Architecture, offer an excellent quality of life. The town and environment are known for its recreational opportunities and big city amenities, without the density and stress.

**We are looking for an Intermediate Architect to join our team full-time  
(37.5 hours/week).**

Our mid-size firm is unique in that the size gives you access to the Principals, a seat at the table during design and room to stretch your skillset.

**The ideal candidate would have, at a minimum, the following:**

- Eligibility for registration with the AIBC

- Excellent interpersonal skills; thrives in a collaborative team atmosphere
- Strong command of spoken and written English.
- Highly proficient in Microsoft Office, Revit, BlueBeam, National Building Code of Canada
- Strong organization, multi-tasking, and time management skills
- Excellent references within Canadian architectural firms
- Evidence of experience with a wide array of construction types
- Ability to interact professionally with office leadership, support staff, and clients
- Ability to direct and motivate the work efforts of others and handle stressful situations
- Ability to self-manage and manage others for multiple project assignments from start to finish

**Education:** Holds a design degree in Architecture from a recognized institution and registered with the AIBC, or eligible to be registered in the province of British Columbia.

**Experienced:** 5+ years registered with the AIBC. Strong design abilities, excellent knowledge of wood frame construction and detailing, and experience producing and coordinating construction documents.

**Skilled:** Advanced ability using AutoCAD, InDesign, SketchUp, Revit and Adobe CC.

**Detailed & Organized:** Thinks critically about the details of the task at hand, has extremely organized work habits and excellent time management skills. Ability to create and execute work plans to meet tight deadlines while maintaining order and quality.

**Good communicator:** Has excellent oral and written communication skills in English and the ability to communicate clearly and concisely.

**Responsibilities to include, but not limited to the following:**

- Assist Principals and staff with all phases of projects from inception to completion
- Assist with project proposals, fee letters and requests for services
- Create drawings using architect software including Revit, AutoCAD, Sketchup
- Conduct site visits for measurements and site analysis
- Compile and manage all technical drawing sets for complete permit submission
- Conduct code and zoning reviews to ensure designs are following the BC Building Code and by-law requirements
- Work on interior design components (selecting materials and light fixtures, creating material sample boards, creating drawings, reaching out to manufacturers and distributors for quotes and specs on materials and fixtures, and creating millwork drawings of custom furniture)
- Participate in client meetings, presenting our work and considering all client feedback
- Responsible for overall client satisfaction, design quality and profitability of all projects undertaken that contribute to the firm's strategic priorities
- Develop and help manage client and contractor relationships
- Manage, direct and mentor Project Managers, Architects, and junior staff

**Compensation**

The starting yearly compensation is \$70,000 CAD, however, additional compensation may be offered based on the candidate's experience and skills. You will be added to our extended health plan after the successful completion of your probation period.

Please email your resume and cover letter to [office@coverac.ca](mailto:office@coverac.ca).

Only qualified candidates will be contacted.

For more information visit: [www.coverac.ca](http://www.coverac.ca)