

Junior Technologist/CA– Job Description

FRANK, unlike other traditional architecture firms, takes an integrated design approach. Architecture and Interior design are at the heart of the work we do. We are an international, award-winning firm with a team of talented and passionate design professionals who strive to create timeless, engaging and approachable design solutions within a collaborative open studio environment.

Our expertise in projects ranges, with a strong focus on hospitality. We are particularly fond of restaurant and lounge, hotel and retail design as it gives us the opportunity to indulge in a research process and a level of detail that we undoubtedly love. Our portfolio includes project work that stretch across Canada and into the USA.

We are seeking an **Architectural Technologist - CA Focus** to coordinate the production, administration and execution of projects. The successful candidate will have the opportunity to immerse themselves in a rich learning experience, gaining exposure to all aspects of the design process. Rapid growth is expected as you gain an understanding of how a project rolls out from start to finish. We are looking for those who thrive in a fast-paced work environment motivated by teamwork and creativity.

NOTE:

This role is **ADMINISTRATION** of projects, production and execution. Immerse yourself in the learning **CONTRACT ADMINISTRATION** experience and try to expose yourself to as much as possible. Rapid growth is expected as you gain an understanding of how a project rolls out from start to finish.

As an Architectural Technologist focused on CA you will:

- Junior Contract Administrator duties to support Project PM and Senior Technologist which include:
 - Manage project documentation organization and delivery; properly maintain project records (meeting minutes, CCNs, COs, RFIs, SIs and saving all files transmitted via email).
 - Conduct Construction Administration processes (on site and in the office) as required.
 - Meet project criteria and deliver documents to meet deadlines on time.
- Prepare construction documents and review specifications.
- Coordinate building and development permit submission documents, including record keeping and ensuring filing is completed on each project at critical milestones (schedules, paperwork for submissions etc.);
- Producing technical drawings alongside the project design team and providing keen attention to detail
- Assisting in the technical overview and coordination of construction drawings and permit submissions
- Developing skills in analyzing project building code issues and performing periodic code reviews at various stages of the project
- Having a keen interest in learning with an ongoing flexibility in adapting to different learning processes
- Developing an understanding of building envelope and performance issues of the project and assist in generating relevant drawings and details
- Reviewing project progress in conjunction with the schedule and assisting in recommendations to the team to ensure a smooth workflow
- Developing design and technical skills and understanding to moving towards providing advice when questions are asked by the design team. Providing hand sketched / CAD sketched ideas and insights
- Having a strong interest in Interior Design and Tenant Improvement projects
- Assisting in the review of consultant drawings and design, highlighting coordination items that need attention and providing advice / insight
- Supporting senior staff in Quality Assurance and Quality Control of tender and permit sets
- Liaise with appropriate authorities (including planning enquiries and building inspectors) when producing documentation for approval, as required
- Assisting with the administration of project contracts and project certifications, as required

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- Periodic site reviews of projects in the construction phase, as required

Qualifications and Skills:

- Diploma in Architectural Technology or University Degree in Interior Design/Architecture or Equivalent from an accredited post-secondary institution
- 1-5 years of experience in an Architecture/Interiors Office
- Strong abilities in AutoCAD
- Strong communication and presentation skills (written and oral)
- Confident, efficient, collaborative and organized

Contact Information:

DEADLINE FOR APPLICATIONS: January 16, 2026. Interviews will be conducted as applications are received. Candidates should be available to start in January in our Calgary office.

Please email your resume, cover letter and portfolio to careers@frankarchitecture.ca. Include your name and the position 'Junior Technologist/CA', in the subject of your email. Only candidates offering appropriate project-based credentials will be contacted, although we thank any interested parties for their submissions.