



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/01

## BIM Systems Administrator/Project Coordinator

<b>Job ID</b>	<b>D6-FC-B4-35-0F-F0</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=D6-FC-B4-35-0F-F0">https://careers.indigenous.link/viewjob?jobname=D6-FC-B4-35-0F-F0</a>	
<b>Company</b>	National Arts Centre	
<b>Location</b>	Ottawa, Ontario	
<b>Date Posted</b>	From: 2021-04-06	To: 2021-05-09
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Job Salary</b>	\$55,600 â€“ \$72,000 (position With Benefits And Pension Plan)	
<b>Languages</b>	Competency in both official languages an asset	

### Description

Department: Operations

Status: Full-Time, 2-year term

Hours: Monday to Friday, 9:00 a.m. to 5:00 p.m. (35 hours per week)

Annual/hourly salary: \$55,600 â€“ \$72,000 (position with benefits and pension plan)

Closing date: Sunday May 9, 2021

Diversity, Equity and Inclusion:

It is the National Arts Centre's goal to be an inclusive organization that engages and welcomes all Canadians. We believe that the basis of this inclusivity requires a socially and culturally diverse workforce and therefore actively seek to recruit candidates who are women, Indigenous, Black, Persons of Colour (IBPoC), persons from the LGBTQ2+ community and persons with disabilities. We encourage you to self-identify in the recruitment process.

COVID-19 pandemic:

This position has the ability and may be required to work remotely. The NAC will provide the incumbent with equipment required to perform their duties from home.

Key activities:

Under the direction of the Design Services Manager, the Building Information Modeling (BIM) Systems Administrator/Project Coordinator is responsible for providing design and drafting services for the National Arts Centre. The incumbent provides assistance in preparing contract documents, as required, for the tendering process; provides design, drafting and estimation services for the Division, using Revit and AutoCAD; and also assists with scheduling, coordination and site inspections of the construction/ renovation projects and/or contracts executed by consultants or contractors.

The BIM System Administrator/Project Coordinator maintains and develops the Facility Revit BIM model, ensures that on site dimension as well as the drawings dimension are accurate and kept up to date.

The incumbent is responsible for the office equipment, such as servicing of the large Xerox machine, and ensures drafting material as well as drafting/ paper/ ink stocks are replenished when

required.

They will also organize and maintain filing of all existing NAC built drawings, drawings, new construction project drawings, as well as CADD hard copy drawings.

### **Experience**

Required qualifications:

- Post-secondary education in a recognised Interior Design or Architectural Technology program;

- One (1) to two (2) years of related work experience;

- Good knowledge of AutoCAD Architectural 2013 or knowledge of AUTO CAD 2013 or Revit;

- Interest in gaining work experience in Architectural Technology and learning about CAD databases and architectural working drawings;

- Excellent organizational skills;

- Excellent interpersonal and communications skills;

- Thorough knowledge of building & fire codes;

- Thorough knowledge of Microsoft Word and Excel;

- Basic understanding of building systems;

- Competency in both official languages an asset.

### **Other**

Who can apply:

Persons residing in Canada and Canadian citizens residing abroad. Preference will be given to Canadian citizens.

All communication will be conducted through email and interviews via videoconferencing. Please ensure to have the most up-to-date information on your resume including your current email address.

If you are a person with a disability and require accommodation for an interview or written exam, please advise us when initially contacted.

The successful candidate will be required to provide the original or a certified true copy of their education credentials as appropriate, along with proof of a valid Criminal Record Check as a condition of employment.

While we appreciate all applications, only those selected for an interview will be contacted by us.

### **How to Apply**

Please submit your cover letter and resume online through our "Careers Opportunities"™ website at <https://nac-cna.ca/en/careers>