

# About the job

## Job Summary:

We are seeking a highly skilled and motivated Construction Administrator to join our team. In this role, you'll be responsible for representing GBA on the construction job site and reporting project conditions to the Client and A/E Team. Previous experience in the Construction and/or Construction Administration fields are preferred.

## General Credentials:

Position is for an architecture school graduate with 5+ years of experience in architectural practice including substantial Construction Phase experience. Candidate will be responsible for the day-to-day scope of multiple projects during the Construction Phase.

## Education / Professional Status:

Bachelor of Science in Arch., B. of Arch., Masters in Arch.; or Bachelor of Construction Science or Construction Management with experience within an architectural or engineering firm.

Architectural registration is a plus but not required.

## Key Responsibilities:

Qualifications:

- Familiar with the CA process from paperwork, submittal review, jobsite visits, review of change orders submitted, etc.
- Knowledge of AutoCAD and Revit is a plus, along with Microsoft suite and Adobe
- Experience with K-12, Higher Education, Hospitality, Municipal, Commercial Retail and/or Restaurants.
- Competent verbal skills, excellent written communication skills.
- Competence with time management, and with spreadsheet and word processing programs.
- Experience with Bluebeam is a plus.
- Ability to work independently and collaboratively in a team environment.
- An attitude and performance that retains clients and creates positive referrals.

Project Responsibilities:

- Review contractor bid qualifications and the general conditions of the contract.
- Review contractor submittals.
- Review and respond to contractor RFIs.
- Consult with and report on construction related issues with the A/E project team.
- Construction site observation (at least monthly).
- Attend any additional authorized site and coordination meetings.
- Produce field reports that document observations.
- Perform project punch list and final project closeout.
- Review and certify monthly pay applications and change orders.
- Manage CA budget.
- Maintain knowledge of current codes and construction practices.
- Maintain favorable working relationship with clients and contractors.
- Travel locally as required to visit construction sites.

We offer a competitive salary and benefits package, as well as opportunities for career growth and development. If you're an innovative and creative thinker with a passion for architecture and design, we encourage you to apply for this exciting opportunity at GBA Architecture. Join our team today and help us create a better, more beautiful world through the power of design.

**Resumes can be emailed to [jbishop@glickboehm.com](mailto:jbishop@glickboehm.com).**