

**NSA Architects, Engineers, Planners** is searching for an **Architect – Construction Administrator** to join its growing team.

Responsibilities:

- Maintain and oversee the contract administration process on more than one project with emphasis on efficiency, timeliness, quality assurance and risk management.
- Be responsible for all activities related to project construction administration, including reviewing submittals and shop drawings, field observations, reports and change orders. Conduct on-site observations, prepare documentation, and issue field reports to Owner and related parties.
- Coordinate with the architecture/engineering team to ensure project completion is in compliance with contract documents and specifications and meets all regulatory requirements and building codes.
- Review change order requests from the CM/GC and make recommendations to the Owner concerning appropriateness of request.

Qualifications:

- Minimum 10-15 years related experience in construction administration.
- Candidate should be proficient with AutoCAD and Bluebeam Revu, REVIT/BIM and other related design software.
- Licensed Architect preferred.
- LEED AP preferred.
- Excellent oral and written communication skills
- Ability to organize and handle multiple project assignments.
- Legally authorized to work in the US without sponsorship.

Company Overview:

NSA Architects, Engineers, Planners was founded in 1960. Over the past 58 years, it has grown into a full-service Architectural Engineering firm. NSA provides planning, design, and engineering services for the built environment. NSA's portfolio includes Senior Living facilities, Municipal, Commercial, Manufacturing, Energy, Research and Development facilities, Education and Telecommunications buildings. NSA offers clients diverse experience, a proven track record, direct principal involvement and quality management, state-of-the-art technology and extensive retrofit knowledge.

Website: [www.nsa-ae.com](http://www.nsa-ae.com)

NSA offers a competitive compensation and benefits package including 401k.

Please email your cover letter and resume to Frank Ray, President/CEO ([fray@nsa-ae.com](mailto:fray@nsa-ae.com)) with a copy to Heidi Williams, HR ([hwilliams@nsa-ae.com](mailto:hwilliams@nsa-ae.com)).