



# PARTNERS in Architecture

A FULL-SERVICE ARCHITECTURE, PLANNING AND SUSTAINABLE DESIGN FIRM

## Employment Opportunity: **CONSTRUCTION ADMINISTRATOR**

PARTNERS in Architecture, PLC is looking for an experienced construction administrator to join its growing team, which provides services to local/state/federal governments and K-12 schools.

### **Construction Administrator:**

Assists multiple team members on all aspects of architectural design delivery and construction, including periodic site visits to keep track of a project's progression; meeting with contractors and clients to assist in construction process; monitoring, tracking and reporting design implementation and modifications of multiple construction sites; reviewing shop drawings; responding to requests for information and design/construction changes; writing meeting reports; reviewing and facilitating applications for payment from contractors; preparing punch lists and verifying substantial project completion.

A candidate must have previous experience monitoring construction of municipal and educational facilities.

### Required Knowledge and Skills:

- Understanding of project specifications and architectural documents
- Building constructability process knowledge
- Skilled in developing, compiling, and modifying field observation reports
- Specific behavioral competencies required to satisfactorily perform the main tasks and responsibilities of the position:
  - Excellent written and verbal English communication skills
  - A self-starter and a quick learner
  - High degree of ability to multitask
  - Ability to prioritize work and manage time effectively
  - Demonstrable integrity and professionalism

*Working at PARTNERS is more than just a job; it is an opportunity to positively impact the vitality of communities and education of students.*

### As a PARTNERS' employee ...

You will become an important member of a creative team where your input will be desired, respected and utilized during project visioning and design.

You will experience:

- ✓ Flexible work environment
- ✓ Work-task variety
- ✓ Diversity of roles
- ✓ Employee enrichment

You will have personal and professional growth nurtured in a collaborative setting, which celebrates creativity and wisdom.

Forward Qualifications, Resume and Examples of Work to:

Dr. James D. Edoff  
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**PARTNERS in Architecture, PLC**

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