

Architectural Construction Administration Manager

Summary

Be the “it” person between client, architects and contractor to make the project happen. Champion client’s goals through executing decisions and disseminating information, observing the construction process, and detect and solve issues like a ninja.

Duties/Responsibilities:

- Liaison between Architectural staff, Client and Contractor
- Responsible for duties including technical review of construction documents, field representation during construction including observation and attendance at OAC meetings
- Ability to coordinate issues among A&E team. Responsible for shop drawing and submittal review, management and response to contractors RFI’s, as well as the review and assessment of contractor's pay applications
- Interface with design team for technical review of construction documents in production.
- Perform research, site visits, data collection, and develop best practices
- Candidate will work with the Director of Construction Administration, other CA Managers in the department, and Project Coordinator

Skills/Abilities:

- Proficiency in the following software:
 - Working knowledge of AutoCAD and Revit preferred
 - MS Office Suite
 - Knowledge of PlanGrid and/or Bluebeam
- Wide range of knowledge in building systems, constructability issues, building codes, and accessibility requirements
- Effective verbal and written communication skills in a construction industry environment

Education/Experiences:

- 1 to 3 years of experience in CA. Licensed Architect preferred
- Bachelor's degree in Architecture or equivalent in related fields, Engineering, Construction Management, etc.
- Experience with ground up construction
- Multifamily experience preferred, but not required

About BB+M:

BB+M Architecture is a well-established, growing, and award-winning firm in Charlotte, NC. We don’t just have a passion for design, but we also find joy in the journey and success of our clients.

At BB+M, we believe you should be good at what you do, love what you do, and (most of all) not take yourself too seriously. Our clients respond well to that attitude, and our work and casual environment reflect it. BB+M’s culture is critical to our success. Candidates should have a positive, ego-free attitude, a willingness to learn, and enjoy working in a team environment.

Apply:

Please drop us a line at careers@bbm-arch.com with your CV and qualifications/portfolio of your work in pdf format or link to your website and we will consider you for future opportunities.

Check out our website and social media to get to know us!

bbm-arch.com | [@bbm_arch](https://www.instagram.com/bbm_arch)