

CONSTRUCTION CONTRACTS ADMINISTRATOR

Be the "it" person between clients, architects, and contractors to make the project happen. Champion clients' goals by executing decisions and disseminating information, observing the construction process, and detecting and solving issues like a ninja.

DUTIES/RESPONSIBILITIES:

- Serve as BB+M's main point of contact between internal staff, Consultants, Clients and General Contractors during the construction phase to address any issues or action items on multiple projects
- Responsible for technical review of construction documents, field representation during construction, and attendance at OAC meetings
- Prepare field observation reports, including project progress and callout of action items for General Contractor
- Responsible for shop drawing, submittal, and RFI review, and assessment of General Contractor's pay applications
- Manage overall standard CA procedures performed by internal staff and consultants to ensure timely responses are met for Client and General Contractor requirements
- Collaborate with CA team members to develop and guide BB+M staff on best practices for construction administration

SKILLS/ABILITIES:

- Proficiency in AutoCAD, Revit and MS Office Suite
- Knowledge of PlanGrid, Bluebeam, and ProCore
- Wide range of knowledge of building systems, constructability issues, building codes, and accessibility requirements
- Effective verbal and written communication skills

EDUCATION/EXPERIENCES:

- 5+ years of experience in Architecture, Construction Management, or Construction Administration
- Bachelor's degree in Construction Science/Management, Architecture or Engineering
- Experience with ground up construction
- Multifamily experience preferred, but not required

APPLY:

Please drop us a line at CAREERS@BBM-ARCH.COM with your resume and portfolio.