

JOB POSTING

INTERMEDIATE CONSTRUCTION ADMINISTRATOR

Job #2214

ABOUT HKIT ARCHITECTS

HKIT Architects is a leading Northern California design firm based in downtown Oakland which has been servicing the Bay Area for over 70 years. Join our dynamic, diverse office of 55+ professional staff dedicated to the design and client relationships. The firm is well-known for its award-winning work with schools, churches, affordable housing, senior housing and other community and civic based work throughout the Bay Area and California. HKIT is committed to architecture that enriches the community and the environment. We are seeking individuals who are energetic, motivated, and technically proficient to join our collaborative office environment.

For more information view our website: www.hkit.com

POSITION SUMMARY

The position requires a highly motivated, organized and technically minded individual with a minimum of 3-7 years of construction administrative experience. This role may be supervised by and/or collaborate with the Senior Construction Administrator. Candidates must combine technical problem-solving skills with excellent communications skills, and a collaborative approach in working with the client, contractor and design team.

POSITION RESPONSIBILITIES

- Act as a liaison between our design team, building department officials, contractors, client and client's consultants.
- Represent firm at weekly OAC meetings.
- Perform on-site observations of construction progress and write field reports.
- Assist in the review and response to shop drawings, submittals and RFI's, issuing of ASI's, including drawings and specification revisions as required.
- Assist in the review and processing of construction change orders and pay apps.
- Participate in the resolution of construction issues.
- Make substantial completion observations, prepare punch list of deficiencies and perform other close-out activities.
- Over-all quality control in the construction administration phase.

QUALIFICATIONS AND SKILLS

- California Licensed Architect preferred.
- Minimum of 3-7 years of construction administration experience.
- Proficiency in Revit and/or AutoCAD (to create RFI and ASI drawings), Bluebeam, Revit, Adobe Acrobat, Microsoft Word and Excel.
- In depth understanding of contract documents and specifications, material research & development.
- Knowledge of Building and Life Safety Codes and Construction Standards.
- Self-motivated, team-oriented, adaptable to a fast-paced environment.
- **Required to work on job sites locally and in the Southern California region.**

COMPENSATION AND BENEFITS

HKIT Architects offers competitive compensation and rich benefit offerings including fully paid employee medical, dental & vision insurance, life, LTD & STD insurance, FSA and 401k plans. Compensation is dependent on experience & education.

HOW TO APPLY

Interested applicants should send a cover letter, resume and portfolio to careers@hkit.com. Subject must include **Job # 2214**.

No calls or third-party recruiting firms/consultants please