

JOB POSTING

CONSTRUCTION ADMINISTRATOR

Job # 2607

ABOUT HKIT ARCHITECTS

HKIT Architects is a design firm based in downtown Oakland which has been servicing the Bay Area for over 75 years. The firm is known for its work with TK-14 educational facilities, affordable housing, senior living, and other community-based work. Our mission is to create meaningful, sustainable environments through beautiful and functional design that strengthens communities.

We encourage qualified applicants to apply to join our dynamic, diverse mid-sized firm of professional staff dedicated to supporting our mission.

For more information visit 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. Candidates must combine technical problem-solving skills with excellent communications skills, and a collaborative approach in working with the client, contractor and design team.

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.

REQUIREMENTS

- 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 Revu, 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 in office and on job site.

COMPENSATION AND BENEFITS

The annual salary range for this role is \$95,000 - \$117,000. HKIT Architects offers rich benefit offerings for eligible employees including medical, dental & vision insurance, life, LTD & STD insurance, FSA, 401k, and pet benefits.

HOW TO APPLY

Interested applicants should send a cover letter, resume and portfolio to careers@hkit.com. Subject must include **Job # 2607 and applicants first and last name (i.e., Job #2607 Jane Doe)**.

No calls or third-party recruiting firms/consultants please.