

## Construction Administrator

HPI Architecture is an established mid-size architectural firm in Orange County looking for an experienced Construction Administrator (CA). A successful candidate shall have 7+ years' experience in Construction Administration (CA) preferably in the educational and senior living fields.

### Skills/Requirements:

- Proven Architectural / Technical experience.
- Practical production experience producing design documents and construction documents as needed for implementation during the construction phase related to change directives.
- Ability to read – interpret construction documents + specifications.
- Maintain electronically all project documentation for ASI, CCD, COR, RFI, COs, etc.
- Proficient in MS Office (Word, Excel, Outlook).
- Proficient in Bluebeam, AutoCAD and Revit (a plus).
- Strong verbal + written communication skills.
- Ability to research + troubleshoot.
- Knowledgeable in materials, methods and practices of construction industry.
- Assisting owners during bidding phase and processing addenda.
- Knowledgeable with DSA document forms and the DSA Box process during construction phase.
- Knowledgeable with OSHPD documents and forms process during construction phase.
- Knowledgeable with local building department documents and forms process during construction phase.
- Willingness to pitch in and assist in a team-oriented atmosphere wherever needed.

Must live in Southern California, State of California Licensing is a plus.

Education in architecture, construction management, engineering or related field.

Benefits include: Medical/dental/disability/life insurance, 401-K, and Friday afternoons off.

Please e-mail resume and compensation requirements to: [resumes@hpiarchitecture.com](mailto:resumes@hpiarchitecture.com).

No phone calls or walk-ins.