

CONSTRUCTION ADMINISTRATOR

Founded in 1975, HPI is an award-winning architectural firm located in Newport Beach and San Diego, focusing on Education, Student Housing and Senior Living market sectors.

YOUR ROLE

As a Construction Administrator or Assistant Construction Administrator in our Newport Beach or San Diego location, you will play a key role in the implementation of the construction documents for one or multiple Education or Senior Living projects.

WHAT YOU WILL DO

- Read and interpret construction documents and specifications
- Respond to, and electronically maintain all project documentation for, contractor Requests for Information (RFI's), Architect's Supplemental Instructions (ASI's), Construction Change Directives (CCD's), Change Orders, etc.
- Work closely with the contractor, consultants and internal project team to implement the construction documents
- Assist owners during the bidding phase
- Attend Owner Architect Contractor (OAC) meetings
- Perform quality control reviews of contract documents

YOUR QUALIFICATIONS

- Proven Architectural / Technical experience
- Understanding of codes and contract documents
- Proficient in MS Office (Word, Excel, Outlook), Bluebeam, AutoCAD; Revit a plus
- Strong verbal and written communication skills
- Ability to research and troubleshoot
- Knowledgeable in materials, methods and practices of the construction industry
- Strong organizational skills
- Knowledgeable with DSA forms and process during construction phase (Education projects)
- Knowledgeable with local building department process during construction phase

HPI CULTURE

At HPI, we are committed to creating long-term career opportunities in a stimulating environment that encourages teamwork, leadership and mentorship. We provide a positive, challenging work environment that fosters both professional and personal growth for all levels of employees.

We seek to deliver the highest level of client service while encouraging our team members to lead a healthy and balanced life. Our comprehensive benefits include health, dental, life and other insurance. We also offer a 401(k) plan, paid holidays, paid time off, a pay commensurate with your experience, and bonus opportunities.

Please send your resume to resumes@hpiarchitecture.com with the subject line "Construction Administrator." Be sure to identify which office you are considering.

We will review and respond if we think you may be a fit. Thank you!