



Construction Administration Assistant
Job Code: R220808

Cline Design Associates, PA is an award winning multi-disciplinary architectural firm with offices in Raleigh and Charlotte, North Carolina. Our expertise is in multi-family housing, mixed-use, commercial, urban planning, retail, recreation, and interior design. With in-house Architecture, Land Planning, Landscape Architecture, Urban Design, and Interior Design, we can provide integrated design services that position our clients for success in the marketplace. Our design philosophy, realist approach, and dedication to quality have positioned us as one of the leading Architectural firms in North Carolina.

With an open office concept, our culture is energetic, collaborative, engaging, and team oriented. Our ideal candidate is someone who fits into that culture and is motivated to learn and grow, with a desire to make a positive impact on those around them.

We are currently looking for a skilled Construction Administration Assistant for our growing Raleigh office.

Day to Day Responsibilities:

- Providing administrative support to one or more Construction Contract Administrators working in the field
- Work on multiple projects, tasks, and assignments daily
- Enter submittal registers and contract data into virtual database at the start of the construction phase
- Log RFIs, PCOs, and Submittals into various virtual databases and manage the transmittal to appropriate parties for review and response before returning to Contractor
- Process Applications for Payment after approval by Construction Contract Administrator
- Maintain and organize Submittal "Samples" for each project with appropriate identification labeling
- Keep project documentation moving for Construction Contract Administrators who are out of the office for an extended period of time due to project requirements

Minimum Requirements:

- Highschool Diploma or Equivalent
- Two or more years of administrative level experience required – architectural or construction office experience is a plus
- Proficiency in Microsoft Office, Procore, Newforma, and Prolog
- Skilled in typing and data entry
- Strong attention to detail and accuracy of work
- Ability to listen to and understand information and ideas presented in either verbal or written format
- Strong multi-tasker with the ability to successfully organize and prioritize

Qualified candidates, please submit resume to: hr@clinedesignassoc.com. **Subject line on email should include job code and your name.** No phone calls, please.

We offer a full benefits package that includes medical, dental, vision, disability insurance, supplementary insurance, flexible spending, and 401k with match. In addition, PTO, professional development assistance, and other perks are provided.

Cline Design is an Equal Opportunity Employer and participant in the Federal E-Verify program.

All applicants must be authorized to work in the US. Cline Design does not sponsor applicants for employment-based visas.