



Construction Administrator

Job Code: C220906_CA

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 have an opening for a Construction Administrator in our Charlotte office. Candidates will have expertise in multi-family housing, have significant Revit experience, strong design skills, and possess a strong knowledge of building codes.

Key Focus Areas

- Serve as a reliable and competent liaison between Architect/Engineer team(s) and Owner/Construction Manager
- Serve as the key point person with field staff on all design-related issues

Essential Duties and Responsibilities

- Manage A/E schedule and milestone dates and keep Project Manager/Team Leader apprised of progress, escalating issues as appropriate
- Travel to project or design office to facilitate construction
- Visit job site as required to review progress and facilitate construction by coordinating RFI's, ASI's and other information requests, payment applications, and contractor requests
- Coordinate with field Project Manager regarding drawing progress, reports, RFI's, ASI's, owner concerns, schedule, and concerns of field team.
- Establish work requirements according to established schedules for design and construction
- Provide an up-to-date filing system and logging/tracking of all work issues
- Review project costing of design budget and coordinate with Project Manager/Team Leader
- Assist Project Managers and Team Leaders in developing curricula related to building codes, ADA Standards, and Fair Housing laws
- Mentor Designers and Techs and conduct, or assist with, in-house training
- Perform additional assignments per supervisor's direction

What we look for

- Bachelor's degree or higher in Architecture from an accredited university
- Experience with multi-family and mixed-used projects preferred
- Minimum five (5) years of professional experience
- Professional Licensure required | NC Architectural Registration preferred
- Proficiency in 3D modeling, visualization, and graphic software
- Revit experience is required
- Experience in managing client/consultant relationships
- Demonstrated skills in production and coordination of construction documents and contract administration
- Effective verbal and written communication skills
- Ability to work well both independently, and as a part of a team

Benefits

We offer a full benefits package that includes medical, dental, vision, life & disability insurance, supplementary insurance, flexible spending accounts, and 401k with company match. In addition, PTO, professional development/continuing education allowance, annual bonuses, and other perks are provided.

To Apply

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

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.