



CONSTRUCTION ADMINISTRATOR | SWA Architects | Pasadena, CA | 01.15.18

SWA Architects is currently seeking a full-time, experienced Construction Administrator to join our team of experts in assisting, leading, guiding, and providing creative solutions to our diverse clientele.

Position Summary:

- Construction Administrator with at least 10 years' experience overseeing technically complex healthcare facilities, construction projects, and OSHPD procedures
- A strong understanding of construction process paperwork handling, including but not limited to RFIs, Submittals and Schedules.
- In depth understanding of Contract Document Drawings and Specifications.
- Builds and maintains favorable working relationships with Clients, Contractors and all other team members
- Perform on-site observations and produce field reports
- Makes substantial completion inspections/determination and prepares certificated with list of deficiencies and other close-out activities.

Requirements:

- Bachelor of Science in Architecture, Architectural Engineering, Construction Management, or in another related field.
- Knowledge of California Building and Fire and Accessibility Codes
- Must be Proficient with AutoCAD,
- Knowledge of Microsoft Suite a must
- Strong verbal, written and organizational skills
- Excellent Interpersonal and time management skills

SWA Architects (www.swaarch.com) provides architectural design, planning, and consulting services in a fully integrated manner to public, healthcare, industrial, and commercial clients. For over 30 years, our dynamic and experienced team has been dedicated to providing superior service.

SWA Architects offers a competitive salary and an excellent benefits package.

SWA Architects is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. Company policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, gender, national origin or

ancestry, physical or mental disability, medical condition, sexual orientation, or any other consideration made unlawful by federal, state or local laws.

Interested candidates: Please submit resumes to HR@swaarch.com