

Job Title: Construction Administrator, 12-20+ years experience

Firm Name: LARGE architecture

Location: Los Angeles, CA

Firm Profile: LARGE architecture is a Los Angeles based full service architecture firm specializing in high rise multi-family, commercial office and hospitality throughout California. We currently have a staff of 21, with over \$1 billion in active construction and another \$1 billion in design and production underway.

[www.largearch.com](http://www.largearch.com)

Salary Range: TBD, based on experience level (Full time or Contract available)

Job Description: Looking for a Senior Construction Administrator, preferably CA licensed with broad range of experience in high rise multi-family, hospitality and commercial office. Is comfortable being in the field in front of Contractors and Owners and is able to manage Construction Administration on complex, large scale projects.

Job Req: Proficiency in Word, Excel, Bluebeam and Microsoft Outlook required. Ability to administer Construction Administration Services on behalf of LARGE architecture and can represent and protect the best interests of our firm as it pertains to our construction documents. Must be able to work in a team environment and provide mentorship to younger staff.

Contact Info: Gregory LaGrega, AIA

Principal – LARGE architecture

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