

## Construction Administrator

### ABOUT HPI

Founded in 1975, HPI is an award-winning architectural firm located in Newport Beach and San Diego. We have provided over 40 years of continuous service focusing on public and private clients in the Education and Senior Living sectors.

HPI prides itself in creating tailored solutions that are reflective of our clients' visions and objectives. Our planning, architecture, and interior design services result in spaces and places that respond to the desired end user experience, building functionality, and financial sustainability.

As a relationship-centered firm, we place great importance on fostering and maintaining meaningful connections both internally and externally. Our culture encourages a supportive, teamwork environment to arrive at design excellence through open and shared creative processes.

Our many repeat clients and dedicated professionals are testament to our continued success, supportive relationships, and sustainable growth. Our process encourages clients and the design team to work together to find tailored solutions that fit the needs of our clients. We listen, communicate, and create. This interactive design process is the foundation of our philosophy and approach resulting in design excellence by our clients' definition.

### YOUR ROLE

As a Construction Administrator, located at HPI's Newport Beach location, you will play a key role in the implementation of the construction documents during the construction phase of one or multiple projects.

### WHAT YOU WILL DO

- Address change directives by creating and issuing design solutions
- Read and interpret construction documents and specifications
- Electronically maintain all project documentation for ASI, CCD, COR, RFI, COs, etc.
- Work closely with the contractor, consultants and internal project team to implement the construction documents

### YOUR QUALIFICATIONS

- Proven Architectural / Technical experience
- Proficient in MS Office (Word, Excel, Outlook), Bluebeam, AutoCAD and Revit (a plus)
- Strong verbal and written communication skills
- Ability to research and troubleshoot
- Knowledgeable in materials, methods and practices of construction industry
- Assisting owners during bidding phase and processing addenda
- Willingness to pitch in and assist in a team-oriented atmosphere wherever needed
- Knowledgeable with DSA document forms and the DSA Box process during construction phase
- Knowledgeable with OSHPD documents and forms process during construction phase
- 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.

Since our inception in 1975, HPI has been committed to cultivating a social and professional culture in which all employees are empowered to learn, interact, grow, and enjoy. We provide a positive, challenging work environment that fosters both professional and personal growth for all levels of employees.

We are committed to delivering 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, including references, with subject line "Construction Administrator" to [resumes@hpiarchitecture.com](mailto:resumes@hpiarchitecture.com). This position will be based in the Newport Beach location.

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