

Construction Administration - Team Position

Van Tilburg, Banvard & Soderbergh, AIA (VTBS Architects) Santa Monica, CA

Van Tilburg, Banvard & Soderbergh, AIA ("VTBS Architects") is an award-winning architecture and planning firm with offices in Santa Monica, San Jose, and Denver, Colorado. We are a recognized leader in the design of high-density multi-family residential, senior care, commercial and mixed-use projects. We currently have an opportunity in our Santa Monica location for a well-rounded individual who meets the following qualifications:

- Strong verbal and written skills.
- Proficiency with AutoCAD and Microsoft Office.
- 4-6 years of experience in the production of contract document drawings and specifications.
- 1-2 years+ experience in construction contract administration with a basic understanding of construction process paperwork handling (RFIs, Submittals, Schedules, etc.) and a desire to learn, develop and contribute.
- Basic understanding of California Building Codes and Types I, Type III & Type V construction types.
- Experience with large scale multi-family and mixed-use projects is a plus.
- "In-progress" licensure candidates desirable.
- Salary commensurate with experience.

Please send resumes to: resumes@vtbs.com

NO PHONE CALLS, PLEASE!

