

## Architectural Construction Contract Administration Position

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:

- 10-15 years experience in all aspects of the production of contract document drawings and specifications.
- 5 years+ experience in construction contract administration with a working knowledge of job site observation conventions and construction process paperwork handling (RFIs, Submittals, Schedules, etc.).
- Working knowledge of California Building Code and Type I, Type III & Type V construction types; ADA/FHA.
- Working knowledge of building permit processes at the City of Los Angeles Department of Building & Safety and the Los Angeles Fire Department.
- Experience with large scale multi-family and mixed-use projects.
- Strong verbal and written skills for effective communication.
- Proficiency with AutoCAD and Microsoft Office.
- OSHPD experience is a plus.
- Licensed Architects and “in-progress” licensure candidates desirable.
- Current resident of the Los Angeles area or relocation plans preferred.
- Permanent U.S. Work Status preferred.
- Salary commensurate with experience.

Please send resumes to: [resumes@vtbs.com](mailto:resumes@vtbs.com)

**NO PHONE CALLS, PLEASE!**

