STUDIO E
ARCHITECTS

Construction Administrator

Studio E Architects is seeking a talented, organized and highly motivated candidate to work in a collaborative, team environment in our San Diego studio. The full-time Construction Administrator will play a key role in the implementation of the construction documents for multiple projects. The firm is specifically looking for a Construction Administrator who is detail-oriented, with excellent communication and technical abilities and hands-on experience with complex multi-family or mixed-use projects.

About us:
Founded in 1987, Studio E Architects is an innovative and award-winning San Diego-based firm committed to client service, design excellence, environmental responsibility, employee growth and work/life balance. Studio E Architects is a diverse twenty-person office committed to creating long-term career opportunities in a stimulating environment that encourages teamwork, leadership, and mentorship. The firm has built a varied body of work including affordable housing, mixed-use infill development, charter schools, university, civic, historic reuse, and urban planning projects. The work of the firm is consistently praised for its understanding of place and its inventive optimism.

Responsibilities and Skills:

- Professional Degree in Architecture from an accredited architecture program;
- Minimum of 10 years' experience in construction administration and/or architectural field;
- Licensed Architect a plus;
- First-hand experience producing drawings and details as needed for implementation during the construction phase;
- Proficiency and experience using Revit to produce design and construction documents;
- Thorough understanding of the construction process, techniques, materials, and standards;
- Advanced knowledge of state and local building and zoning codes including accessibility;
- Experience on site during construction working directly with owner's representative and construction team;
- Experience participating in construction meetings and facilitating communication between all members of the design and construction team;
- Ability to maintain electronically all project documentation during construction phase;
- Sensitivity to design and aesthetics;
- Ability to research and troubleshoot technical and code issues;
- Ability to work independently and as a member of a team;
- Ability to self-start and stay on task with excellent organizational and time management skills;

- Proficient in MS Office (Word, Excel, Outlook), Revit, AutoCAD, Procore (or similar) and Bluebeam;
- Strong verbal and written communication skills;
- Willingness to pitch in and assist in a team-oriented atmosphere wherever needed.

Competitive wages and benefits including 401K Plan offered, paid holidays, accrued paid vacation, employee health insurance plan premium or equal stipend, dental insurance offered, professional development and continuing education support, bonus opportunities and more.

How to Apply: Email cover letter, resume and work sample in PDF format (10Mb max) or link to digital portfolio.
Email: info@studioearchitects.com
Website: www.studioearchitects.com