



JOIN OUR TEAM

Construction Administrator

MMW Architects is seeking a Construction Administrator. MMW Architects is an established, respected Architecture Firm in Missoula, MT. Please see our website for more information: mmwarchitects.com.

The Construction Administrator will be a liaison between our design professionals, consultants, contractors, clients, and governmental authorities. It is important that they can communicate clearly and collaborate with multiple project stakeholders. They will be responsible for reviewing and interpreting requirements of construction documents. They must be familiar with sustainable design strategies. Prior to construction they will conduct document coordination and constructability reviews. During construction they will coordinate RFI, ASI, PR, PCO and CO documents, create reports of construction progress and projects activities, and monitor closeout submittals.

Job Qualifications

Proven architectural, construction and technical experience, with an understanding of codes and contract documents. Strong verbal and written communication skills. Ability to research and troubleshoot. Strong organizational skills. Knowledgeable in construction materials, methods and practices. Well versed in building permitting and working with governmental authorities such as building departments during permitting and construction.

Contact

No phone calls please.

Send cover letter, resume to: mmw@mmwarchitects.com

Full-time position, compensation depending on experience. 401K, Health Insurance, & PTO.

Job Requirements

- 5+ years of field experience
- Experience with large institutional, mixed-use and multi-family a plus
- Bachelor's degree in - Architecture, Construction Management, or Engineering
- Strong negotiating and management skills
- Extensive construction knowledge and understanding of the construction process
- Strong communication, organizational, and document control skills
- Ability to multi-task, time manage and meet deadlines
- Proficient in MS Office (Word, Excel, Outlook), Bluebeam; Revit a plus