

# adache group architects

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## **Position:** Architect – Construction Administration

Adache Group Architects is searching for a Construction Administrator to contribute to its highly innovative and diverse team of professional in its Ft. Lauderdale office.

## **Duties:** Construction Administration:

- Work with inhouse Architectural project managers to coordinate all architectural and sub-consultant activities related to construction contract administration, including process sketches and permit revisions, field observations, reports, change orders and pay requests.
- Review project submittals and respond to RFIs.
- Attend project meetings; prepare and distribute meeting minutes as required by contract.
- Conduct on-site observations, prepare, and distribute reports.
- Coordinate with the architecture/engineering team to ensure project completion complies with contract documents and applicable codes and regulations.

## **Qualifications:**

- 10 years minimum in Construction Administration and Quality control or related field is required.
- A Bachelors' degree in Architecture, Engineering or Construction Management is a plus.
- Field experience is preferred.
- Basic computer application proficiency, AutoCAD and Revit is encouraged but not required.
- Experience in ProCore

**Job Type:** Full-time

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