



## Construction Administrator - Charleston, WV

Silling, an award-winning architectural and interior design firm, has an immediate opening for a Construction Administrator to join us in Charleston, WV. We are seeking individuals who share our passion for **Getting It Right** and making meaningful impacts to our communities within a highly-collaborative work environment.

### Job Description

As a Construction Administrator, you will be responsible for adding depth to our services through quality control and constructability reviews of our design documents, assisting in the development of precise project manuals and specifications, facilitating pre-construction conferences with general contractors and subcontractors, managing project submittals, attending pre-installation conferences, and observing work progress via attendance of construction progress meetings.

### Position Responsibilities

- Working closely with the design team in assisting with Quality Control and constructability reviews of project design documents
- Conducting regular site visits to observe construction progress and ensure the project aligns with design documents
- Reviewing shop drawings, material samples, and product data to ensure compliance with design intent
- Providing clarifications and answering technical questions from the contractor to resolve design issues
- Reviewing contractor applications for payment to verify work progress
- Processing change orders and construction change directives
- Finalizing punch lists and reviewing final project documents

### Required Qualifications

- Experience in Construction Administration and/or the construction field/industry
- Approximately 10+ years of relevant experience
- Extensive knowledge of construction methods and materials, scheduling, inspection/testing standards, etc.
- Communication skills to facilitate meetings with clients, contractors and project staff
- Working knowledge of Architect/Owner and Contractor/Owner AIA contracts and their requirements
- Highly motivated and able to work both self-directed and in interdisciplinary teams

### Application

Please send a digital copy of the required information below by e-mail to [info@silling.com](mailto:info@silling.com).

- Format your email with subject line '**Construction Administrator - Charleston, WV**'
- Resume & Cover Letter

Please visit our website at [www.silling.com](http://www.silling.com) for more information on our firm, our culture and our people. Upon receipt, we will review and contact you should your qualifications meet our staffing needs. No phone calls, please.