

CONTRACT ADMINISTRATOR

Job Type: Full-time

Compensation: Commensurate with experience

Education: Associate Degree



SDS Architects' creative vision stems from our motto: Designed for Life. Our team members work together to create environments which enrich people's lives! Come join a collaborative, innovative, employee-focused culture that strives for success in all aspects of our lives.



DESIRED SKILLS & EXPERIENCE

- Associate or Bachelor's Degree in Architecture, Construction or related field
- 5+ years' experience in construction-related field or as a Contract Administrator
- Experience with Autodesk Revit desired
- Proficiency in Microsoft Office Suite required
- Professional & Technical Writing Skills

BENEFITS

- 401(k) with Employer Contributions
- Paid Time Off & Holidays
- Career Advancement Opportunities & Reimbursement
- Health, Vision, & Dental Benefit Options Available
- Bonus Opportunities



DUTIES & RESPONSIBILITIES

- Participate in and lead all construction administration duties
- Attend pre-construction meetings, answer questions during bidding, and prepare addenda
- Observe construction to ensure conformity to plans and specs
- Clarify issues and resolve conflicts during the construction phase
- Review and approve shop drawings, requests for payment, and change order pricing
- Respond to RFIs and prepare construction bulletins

To apply send your resume, cover letter, and an example of your work to:

SDS Architects, Inc
Attn: Hiring Manager
7 South Dewey St., Eau Claire, WI 54701
Email: info@sdsarch.com
Fax: (715) 832-7850

Learn more about the company at: www.sdsarch.com
For more info on the Eau Claire area visit: www.thinkeauclaire.com