

Construction Administration Manager

Kramer + Marks Architects is seeking a Construction Administration manager. This is an outstanding opportunity to manage a CA team with impact across multiple departments and a diverse list of project types.

Responsibilities will include:

- evolving and enforcing the firm's Construction Administration standards and procedures,
- mentor staff regarding CA policies, procedures, standards, and guidelines,
- support Project Managers' CA efforts by leading construction meetings, reviewing and tracking submittals, managing changes during construction, observing progress, and inspecting completed work,
- conduct peer reviews of Contract Documents prior to issuance,

The ideal candidate will have:

- 10 years' experience in Architecture, Construction, or related field, specifically in the construction phase,
- a solid understanding of the construction process,
- experience interpreting Contract Documents and Building Codes,
- strong prioritization, communication, and organization skills,
- conflict resolution skills,
- the ability to maintain ongoing, positive, and productive relationships with clients and contractors,
- Bachelor's degree in Architecture or related field.

Revit experience is preferred but not a requirement.

Local applicants only. Interested and qualified candidates should submit a cover letter, resume, and work examples in PDF format to dmccauley@kramermarks.com. Please keep file size below 10MB.

About Kramer + Marks

Kramer + Marks is a dedicated, socially-responsible, and experienced firm, focused on providing projects of value and integrity to our clients and their communities. Founded in 1977, the firm has grown over four decades by providing quality architectural service to non-profit and for-profit developers of the Mid-Atlantic Region. We focus first on our clients' needs and are committed to providing them well-designed, sustainable buildings that exceed their expectations.

We have a diverse portfolio including multi-family housing, senior living, YMCA/YWCA athletic facilities, historic preservation, commercial, institutional, and educational projects. We provide a full range of architectural services as well as an integrated interior design studio, based in Ambler, PA, a northern suburb of Philadelphia.