

Construction Administrator

Kramer + Marks Architects is seeking a Construction Administrator. This is an outstanding opportunity to have a significant impact across multiple departments while working on a diverse list of project types from Bidding & Negotiation through Construction Closeout.

Primary responsibilities will be supporting Project Managers' CA efforts by leading construction meetings, reviewing and tracking submittals, managing changes during construction, observing progress, inspecting completed work, and other CA-related services.

The ideal candidate will have:

- 5 years' experience in Architecture, Construction, or related field,
- 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.