



CONSTRUCTION ADMINISTRATION SUPPORT

This role includes support and engagement during all phases of construction administration services.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Review shop drawings and product submittals.
- Respond to requests for information (RFI) from the contractor.
- Process all incoming and outgoing documentation, and distribute to appropriate team members.
- Prepare project supplements and distribute to contractor.
- Review contractor's change order requests.
- Review contractor's payment applications.
- Attend construction meetings with the contractor and owner.
- Visit construction sites periodically.
- Prepare punch lists at project completion.
- Review final project closeout documentation.

QUALIFICATIONS

The ideal candidate shall have attained or be working towards:

- 3+ years experience in construction contract administration with working knowledge of job site observation conventions.
- Understanding of building construction materials and specifications.
- Ability to travel to construction/project sites as required.
- Basic understanding of REVIT Architecture is a plus.
- Excellent communication skills (written and oral).
- Proven ability to multi-task.
- Strong Microsoft office skills: Outlook, Word, and Excel.
- Experience with web-based construction management programs is a plus.
- Familiarity with Bluebeam.
- Problem-solving skills, attention to detail, and motivation to learn.

PROFESSIONAL GROWTH | UNLIMITED OPPORTUNITY

We are a 56-year-old planning, architecture, and interior design firm whose success is derived from the quality of our design and the loyalty and trust of our growing client base. If you are an organized and self-motivated individual with a desire to grow personally and professionally within a highly collaborative environment, we hope to hear from you. It has been an incredible several years at Bray with steady growth in work, employees, and markets. With our recent move into what we feel is the height of workplace design – our new home in Walker's Point – we have every reason to be excited about the future. Come join us.

CULTURE

We value most our dedicated staff who thrive within a culture of high work ethic, professional growth, commitment to each other and our clients, and supportive and transparent leadership. Our turnover is virtually non-existent as the high bar of expectation is supported with mutual respect, support, and camaraderie.

WE OFFER A COMPETITIVE SALARY AND BENEFIT PACKAGE

Please e-mail resume and salary history to **Ms. Ellen Del Vecchio** at edelveccio@brayarch.com with **CONSTRUCTION ADMINISTRATION SUPPORT** as the subject line.