



Construction Administrator

SP+A, an award-winning architecture, engineering and interior design practice, is seeking an experienced Construction Administrator with the ability to execute the construction project from initial stages through completion, while ensuring commitment to Safety, Environment, Quality Assurance and Quality Control.

The Construction Administrator supports the project management process by performing tasks such as: conducting job meetings, processing shop drawings, handling the work flow for RFI's, document control, change order review, estimating, scheduling, constructability reviews, construction progress and quality inspections, punch listing, close-out and other related activities.

The ideal candidate will have a minimum of 5 years of construction administration experience with architectural, site and building engineering systems and current knowledge of the construction industry with demonstrated leadership skills. They must be willing to travel in lower New England and occasionally New York areas. A 4 year or higher degree in architecture or engineering is highly desirable and CAD experience, detailing acuity and OSHA safety training is a plus.

The successful candidate must have current construction knowledge of total architectural and engineering building and site systems, building codes, sustainability and energy conservation. Must have previous experience with construction of facilities similar to our project types, building specifications, codes, project and construction cost estimates, scheduling, manpower requirements, and budget controls.

SP+A is in office 5 days per week with company vehicles available for job-related travel to job sites, etc. We're eager to learn more about your qualifications and interest in joining our team! Please submit your resume to: info@silverpetrucelli.com

SP+A is committed to generating opportunities for next-generation architects, engineers and designers to tackle projects with attention to design and technical excellence. We believe the differing backgrounds and experiences of our staff enriches our design process. Appreciating the value of homegrown talent, we promote an inclusive work environment in which everyone can achieve their full potential. We are organized internally to support and mentor individual development, promoting the advancement of the entire organization. We often play revolving project roles, taking the responsibility our clients place in us very seriously. Our projects are a testament to our values and tell our story.