

CONSTRUCTION ADMINISTRATOR ARCHITECT

Location: Salt Lake City, UT

Type: Full-Time

We are seeking an experienced Architect / Construction Administrator to join our Salt Lake City office. The ideal candidate will have a strong background in commercial architecture and construction, with expertise in mid-rise steel and concrete-framed building systems. This role is critical in ensuring projects are executed in alignment with contract documents, quality standards, and client expectations.

KEY RESPONSIBILITIES

- Serve as primary point of contact for construction administration (CA) activities
- Conduct site observations and prepare detailed field reports
- Review submittals, respond to RFIs, and issue ASIs, PRs, and change orders
- Coordinate with consultants and internal teams to ensure contract compliance
- Participate in project meetings and maintain accurate documentation
- Support QA/QC processes and project delivery standards

QUALIFICATIONS

- 10+ years of architectural or construction administration experience
- Experience with civic, healthcare, municipal, or commercial projects
- Bachelor's in construction-related field preferred; professional degree in Architecture a plus
- Proficient in Revit, AutoCAD, Bluebeam, and Microsoft Office
- Strong understanding of construction materials, systems, and methods
- Working knowledge of building codes, regulations, and cost estimating
- Excellent communication, organization, and time management skills
- Ability to travel regionally and work on-site as needed
- Valid driver's license and personal vehicle (mileage reimbursed)

PREFERRED

- Active Utah architectural license
- Knowledge of the AEC industry in the Salt Lake City region
- Experience in a commercial architecture firm setting

ADDITIONAL DETAILS

- Must be authorized to work in the U.S. (No visa sponsorship available)
- Primarily in-office role with limited remote flexibility
- Competitive salary and benefits package
- Equal Opportunity Employer

All persons hired must be legally authorized to work in the United States at the time of employment. FFKR Architects is an at-will employer. That means that either you or FFKR are free to end the employment relationship at any time, with or without notice or cause. Nothing in this document or FFKR policies or procedures, either now or in the future, are intended to change the at will nature of our relationship.