



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

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 on Job Site
- Competitive salary and benefits package
- Equal Opportunity Employer

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)