



## Construction Administrator

45 Architecture is seeking a full-time Construction Administrator in Bozeman, MT.

45 Architecture offers comprehensive architecture and interior design services to clients in both the public and private sector. 45 Architecture's portfolio includes custom, high-end residential homes and many community projects such as, libraries, K-12 and higher education facilities, stadiums and athletic facilities.

Responsibilities include:

- Responsible for budgeting, organization, implementation and scheduling of the projects.
- Review the project in-depth to schedule deliverables and estimate costs
- Oversee all onsite and offsite constructions to monitor compliance with building regulations
- Meet contractual conditions of performance
- Review the work progress
- Prepare internal and external reports pertaining to job status
- Quality control for construction documents and detailing
- Provide schematic and final pricing for projects
- Use foresight to prevent problems and resolve any emerging ones
- Negotiate terms of agreements, draft contracts and obtain permits and licenses
- Ensure quality construction standards and the use of proper construction techniques

Requirements:

- 4 yr. accredited degree in construction management, architecture, engineering or related field
- Proven experience in project management or construction management
- Experience working for a General Contractor or Major Mechanical Subcontractor preferred.
- PE, CPM, LEED professional designations are preferred.
- Advanced knowledge of Microsoft Office Suite - Word, Excel, PowerPoint, and Outlook and required.
- Basic estimating skills required.
- RCDD, CPM professional designation is preferred.

#### Skills:

- Advanced knowledge of construction management processes, means and methods
- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards
- Understanding of all facets of the construction process
- Familiarity with construction management software packages
- Ability to plan and see the "big picture"
- Competent in conflict and crisis management
- Leadership and human resources management skills
- Excellent time and project management skills

#### Compensation:

45 Architecture offers a competitive compensation package including paid health insurance premiums at 80/20, profit sharing, 401K with a company match, commissions, generous paid time-off, life insurance, and short/ long term disability.

#### How to Apply:

Submit a cover letter, resume and portfolio samples, with indication of your role on the project to [hello@45arch.com](mailto:hello@45arch.com). Please no hard copies, drop-ins, telephone calls or resumes through Indeed. Resumes emailed without work samples will not be considered.