



Who We Are – Construction Administrator

VIA design architects is an award-winning architectural, planning, and urban redevelopment firm located in the heart of Downtown Norfolk, Virginia. By way of design, architects imagine improving the quality of life where people live, work, and play, but only through construction is it possible to bring our ideas to reality. When the dust settles, our clients tell stories of the process and benefits of our thought leadership. Experiencing these projects and stories being brought to life that contribute to the built environment is the bridge that connects creative thought with the real-world. The right candidate for this position will thrive in an environment as a translator of creative ideas by interpreting the design intent contained within construction document and managing the efforts of contractors through the construction process.

Consider joining our team to become part of a firm that brings ideas to life that improve the places where people live, work, and play. Together, “WE BUILD GREAT STORIES”.

VIA design architects is currently seeking a **Construction Administrator** who will be charged with leading construction administration processes for everything VIA produces and guiding a team of staff to improve the quality control of design documents. The right candidate will have a proven track record of managing built work, and will possess the following:

- 7 or more years of professional experience as an architect/project manager
- Demonstrate a passion for construction processes and techniques
- Strong understanding of the architectural process, cultivation of existing and new client relationships, and experience with a variety of construction techniques
- Well-liked and respected by peers and co-workers
- Organized, detail oriented, reliable, and ethical
- Fluency in Revit and Microsoft Office Suite software
- Experience with Navisworks is a plus

VIA design architects offers a competitive salary and package of traditional benefits as well as some non-traditional perks, such as core office hours and Take-Care-of-You time.

If you are interested in this position, please submit a cover letter, current resume, and portfolio to Blair Horth by email [bhorth@viadesignarchitects.com].