



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. We are known for the prominence, scale, and appropriateness our projects contribute to delicate contextual environments. For over 25 years, VIA has consistently delivered superior design and thought-value services. Our creative process brings forward appropriate, custom, creative solutions for each commission and we go the extra mile to ensure our designs support the needs of our clients. These contributions primarily revolve around Waterfront and Urban Redevelopment sites, Institutional scaled multi-family housing developments, and Higher Education / Municipal Public Facilities.

Consider joining our team and become part of a firm that continues to evolve and lead the changes in our industry. “WE BUILD GREAT STORIES”.

VIA design architects is currently seeking a **Construction Administrator** who will be charged with leading a team of staff to improve the quality control of design documents and support construction administration processes for everything VIA produces. 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 a project manager and/or superintendent
- 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 current Navisworks, Revit, and Microsoft Office Suite software

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].