



Construction Administrator

(Office located just north of UNCC – 28027)

Full-time, Salaried with Benefits.

Associate's, Bachelor's or Master's Degree in Architecture or an equivalent field of study.

We offer competitive compensation based on experience, perceived aptitude, and commitment.

- Work and collaborate with talented and experienced Architects and Designers
- Experience managing construction projects in an established Professional Design Studio
- Resourceful and creative problem solver
- Assist the team in coordination of all office projects
- 3-5 years of professional experience preferred

WHO IS YCHA?

37-year old established architectural practice with projects and commissions primarily within the Charlotte, NC, and upstate SC region. The work of the firm is extremely diverse and provides an opportunity for a talented individual to participate in the development of complex projects that require creativity, communication, and thoroughness. YCHA consistently competes with larger firms in Charlotte and other surrounding areas for complex projects. Our firm was recently awarded a large, multi-year contract with a nationally-known client and needs immediate assistance.

As a smaller practice, a tremendous opportunity exists for an individual who wishes to learn, collaborate, experience, and be a part of something greater.

WHAT CAN WE OFFER YOU?

- Daily collaboration with experienced and creative Architects and other design professionals.
- We offer competitive compensation and financially reward all individuals within the practice who demonstrate commitment of personal and professional achievement. It is our expectation and goal to financially reward "overachievers."
- YCHA provides competitive benefits for all team members, including Insurance, vacation, sick leave, profit sharing, and maximum profit distribution as allowed under IRS-allowed Safe Harbor Plan.
- As a small company, we try to be sensitive to each individual's personality, interest, and diversity to allow for a balance between professional and personal time.
- We will financially assist in the areas of professional development.

OUR EXPECTATIONS OF YOU

- Associate's, Bachelor's or Master's Degree in Architecture or an equivalent field of study.
- Knowledge and understanding of project specifications and AIA documents and contracts.
- Oversee and maintain thorough documentation of all construction projects in the office.
- Thoroughness, organization, and attention to detail are of utmost importance. Strong written and multi-tasking skills are a must.
- Assist team by troubleshooting problems that arise on job site.
- Collaborate with Architects and Designers to fully coordinate construction drawings.
- Maintain and process requests for information, construction change directives, proposal requests, supplemental instructions, change orders, shops drawings, and other correspondence between General Contractors and Architects.
- Attend regularly scheduled progress meetings and observe progress at various construction sites regularly.
- Ensure adherence to all design specifications and construction regulations for all projects at various locations and ensure effective maintenance of all project schedules.
- Experience in Newforma, ProCore, PlanGrid and/or Bluebeam AND Office365 is preferred.
- Experience with Revit, Autocad, and/or Adobe Suite is a plus.