



Construction Administrator

Architectural firm is accepting job applications for a **Construction Administrator**. Applicant must have 5 to 10 years of construction and/or architectural working experience. It is preferable but not mandatory that Applicant be proficient in AutoCAD, Revit, Photoshop, Owner/Insite (or similar), and Windows Office applications. Architectural and/or Construction degree preferred but not mandatory.

The job description includes managing and administering various projects, including schools, retail, office, religious, and municipal buildings, during the construction administration phase. Salary based upon skills and abilities. Email resumes to sergio@lainezarchitects.com. No phone calls, please.