



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 and/or construction superintendent
- 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

Our Culture. VIA design focuses on collaborating with clients, communities, and local organizations to design impactful, elevated architecture and landscape architecture. We are client focused, site driven, and dynamic in skill. We believe in bringing the best imaginable idea forward and celebrating that journey. VIA fosters a collaborative work environment where learning and doing are crucial to the development of our projects and our staff. We work hard and have fun doing it.

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

continued



VIA is JUST. VIA is currently one of 40+ organizations to proudly showcase a JUST 2.0 Label. We take a hard look at ourselves and our culture and are transparent in sharing our findings through our JUST label. Our desire to better understand our strengths and areas of improvement reflect our dedication to developing and maintaining a culture of respect, inclusion and support for our associates and our community that sets VIA apart. We respect the mission and high standards of The International Living Futures Initiative, and welcome the opportunity to look at ourselves through their lens. Through this process we affirm that:

We excel at

- Gender Diversity
- Gender Pay Equity
- Pay-Scale Equity
- Engagement
- Well-Being
- Full-Time Employment
- Living Wage

We do well at

- Physical Health
- Training and Education
- Stewardship

We strive to understand the opportunities for improvement and, where feasible, adjust our approach.

VIA is Committed. Our commitment to our community is evident in our investment in the Essex, our new 100+ year old office. <https://viadesignarchitects.com/essex-case-study/> It is further exemplified in our leadership and involvement in a broad range of civic and professional organizations, including:

- The Nature Conservancy
- The Elizabeth River Trail
- The NEON District
- VA Energy Efficiency Council
- AIA 2030
- USGBC
- Norfolk Innovation Corridor, among others.

For more information about VIA: <https://viadesignarchitects.com/>

For more information about VIA's building technology learning lab: <https://norfolkinnovation.com/>

For more information about Norfolk: <https://www.downtownnorfolk.org/>

and <https://www.visitnorfolk.com/>

We are always looking for talented, knowledgeable and innovative people to join our team.

Let's start a conversation.

