

JOIN OUR TEAM

VIA design is currently seeking a **Construction Administrator** to manage the construction process for all VIA projects. The ideal candidate will possess a proven track record and a passion for construction processes and techniques. They will be well-liked and respected by their peers, as well as organized, detail-oriented, reliable, and ethical. The ability to effectively interpret design documents and express design intent to contractors is also a key part of this role.

Skills and Role Requirements

- 7+ years of professional experience as an architect, design or construction project manager, or construction superintendent
- Strong understanding of the construction process and techniques
- Proven track record and a demonstrated passion for construction
- Strong communication and problem-solving skills
- Fluency in Revit, Navisworks, and Microsoft Office Suite software

Challenge and Responsibility

The Construction Administrator at VIA ensures successful project execution by managing construction administration processes and fostering strong stakeholder relationships. Responsibilities include reviewing design documents, overseeing on-site construction observation, managing submittals, and ensuring timely responses to construction issues. This role demands technical expertise in construction techniques, strong organizational skills, and the ability to balance rapid response with meticulous documentation, all while maintaining budget compliance and design intent.

Interested individuals should submit a letter of interest, resume, and digital portfolio using the employment interest form at viadesignarchitects.com/careers

For additional questions, please contact Blair Valdivieso at [via@viadesignarchitects.com].

