

**Job Title: Construction Administrator**

**Job description**

Erickson McGovern Architects (EMA) is looking for an experienced Construction Administrator to join our dynamic team in Tacoma, WA.

The ideal candidate is experienced with construction management and is organized and diligent about their time. You should have an in-depth understanding of construction methods and the ability to interpret drawings and specifications. You will work with project architects and collaborate with various other team members to perform construction management/administration duties for multiple design and construction projects.

With more than 40 years of experience in design, planning and construction administration, Erickson McGovern Architects (EMA) provides full-service architectural services with a K-12 education focus. We provide a great working environment and an excellent benefits package. Come join our team!

**Requirements:**

- Minimum 5 years of experience in an architectural firm (public projects preferred)
- Auto CAD, Revit and MS Office experience preferred
- Good communication skills (verbal and written)
- Have a solid understanding of construction and AIA documents
- Clear knowledge of construction materials, standards and codes
- Ability to work collaboratively on a project from start to finish
- Ability to document observations and decisions
- Ability to organize and manage project records
- Bachelor's degree in Construction Management, Architecture or Engineering preferred.

**Additional Attributes:**

- Positive attitude
- Strong work ethic
- Team player
- Strong sense of pride and care for your work
- Ability to adhere to deadlines, multi-task, prioritize requests and fulfill last minute requests

If you think that you might be a fit for this position, we'd like to hear from you! Please send your resume and cover letter, outlining relevant experience, to [info@ericksonmcgovern.com](mailto:info@ericksonmcgovern.com).