

# GURRIMATUTE

## Construction Administrator

Gurrimatute has an immediate opening for an experienced Construction Administrator, with the ability to apply a broad knowledge of architectural principles and industry best practices during the project's construction phase. This position requires an individual capable of handling activities for several concurrent projects, including attending job site meetings, preparing correspondence and submittals, and reviewing payment applications. Strong communication skills, a flexible attitude, the ability to resolve challenges creatively, and the ability to foster and manage effective client relationships are all necessary to achieve success in this role, as well as exceptional time management, record keeping of projects under construction, and interpersonal skills.

### Job Responsibilities

- Engage with owners/clients and the entire design team, including the architects and engineers, and with general contractors.
- Coordinate and attend owner/architect/contractor (OAC) meetings, and complete meeting minutes, perform site visits & prepare site visit reports.
- Review, track, and respond to RFI's.
- Review, track, and check shop drawings/submittal logs for compliance with contract documents.
- Proactively apply knowledge of codes and all types of building systems (architectural, civil, structural, etc.) to projects to help mitigate errors and delays.
- Monitor owner and/or contractor requests for changes [to the scope of services reflected in the agreement] notifying Gurrimatute's Project Manager of any potential for additional services.
- Evaluate and administer contractor requests for change orders, proposed changes, construction change directives, substitutions, time delays, and payment applications in accordance with contract requirements.
- Deliver and maintain accountability to the project plan, budget, and schedule.
- Ensure proper document control procedures are maintained.
- Preparation of project close-out documents.
- Monitor and track internal and external project-related communications.
- Daily prioritization of project support tasks and activities.
- Prepare punch lists as required.
- Support project team(s) as needed.
- All other duties as assigned.

### Essentials

- Has a fundamental understanding of the role and responsibility of the architect, engineer, and general contractor.
- Possess critical thinking and problem-solving skills.
- Has the ability to quickly adopt new or changing technologies, methodologies, and applications.
- Has the ability to work in a team environment, with multiple project managers, and on multiple small projects simultaneously.
- Experience with public sector projects is a plus (including projects within the transportation, civic, federal, and educational market sectors).
- Self-disciplined and motivated with strong interpersonal skills.
- Strong verbal/written communication.
- English proficiency (Spanish is a plus) with excellent spelling, grammar, and proofreading skills.
- Valid State of Florida driver's license and dependable transportation – able to attend meetings and visit job sites as needed.
- A strong interest to grow in your career.
- Some travel outside of Florida may be required.

### Job Requirements

#### Job Title

Construction Administrator

#### Job Type

Permanent: Full-Time

#### Office Location

Miami, Florida

#### Industry

Architecture/Engineering/Construction

#### Work Experience

4 to 10 years of experience working for an architectural firm in the U.S.

#### Education

Minimum Bachelor's in Construction Management, Architecture, or similar.

#### Computer Skills

Microsoft Office 365 (with emphasis in Excel, Teams, and SharePoint)  
Bluebeam Revu  
MS Project  
ProCore/NewForma

#### Benefits

Salary Commensurate with Experience  
Promotion/Growth & Leadership Opportunities  
Vacation, PTO & Holidays  
Group Health, Dental, and Vision Insurance  
Short-Term Disability Insurance  
Matching 401K

Submit Resume to:

[careers@gurrimatute.com](mailto:careers@gurrimatute.com)

### About Gurrimatute

Gurrimatute is an award-winning architectural firm, established for over 27 years and headquartered in South Florida. Gurrimatute's key market sectors include Transportation (Aviation and Seaports), Civic/Federal, Educational, and Healthcare. Gurrimatute has projects throughout the southeastern United States.

