

Hey Creative Architects...

Overcash Demmitt Architects is currently accepting applications for the position of Construction Administrator. We are looking for motivated, creative, and talented team members.

We are about FUNomenal Design..

The selected candidate will work on projects that may include Hospitality, Retail, Office, Industrial, Mixed Use. ODA is a leader in these markets, *fostering a fun and supportive environment* where you can grow your career. We are always interested in getting to know *talented, motivated, and creative* folks for our team.

The Bare Necessities...

- Minimum 5 years of architectural experience, with an emphasis on Construction Administration.
- Understanding of codes, AIA documents, construction process and the roles and responsibilities of each member of project team.
- Ability to participate in quality control reviews, handle multiple projects and establish priorities.
- Must be able to communicate and coordinate effectively and positively with all project team members
- Primary point of contact with Contractor, working in conjunction with the Project Manager and Project Architect, requiring the ability to maintain positive working relationships with project team and Owner.
- Revit and AutoCad experience *preferred*

We offer a flexible schedule so you can balance your work and personal life. We also offer competitive benefits. For more information about ODA, please visit our website: oda.us.com

Send resume to maggyc@oda.us.com