

Construction Administrator

TCF Architecture is located in the heart of Tacoma, Washington's Historic Stadium District. We are proud to be part of this vibrant, innovative and growing city that boasts an active arts community, museums, coffee roasters and breweries, with various options for social activities and outdoor recreation. We are a team of hard-working, creative people, with a collaborative studio culture focused on quality design and commitment to improving the communities we serve.

We are an award-winning firm with significant Educational, Civic, Industrial/Maintenance, Transportation, and Administrative Facility projects. As a medium sized firm of 42, we offer a wide range of opportunities for those seeking professional development. Our use of VR, 3D printing, and laser cutting influences our design process and workflow allowing us to rapidly test ideas as well as create compelling presentations for our clients. We quickly adapted to changes due to COVID-19 by offering a flexible work environment for remote work and we continue to thrive as our staff works remotely.

We are currently seeking Construction Administrators with the following qualifications and skills:

- Experience in public sector construction administration from bidding through project close-out
- Minimum 5 years of Construction Administration experience
- Knowledge of construction materials and methods, and building codes
- Ability to communicate clearly and concisely, both verbally and in writing
- Ability to work as a collaborative team member
- Strong organizational skills
- Effective time management
- Creative thinker
- Hard-working and positive attitude

In addition to a collaborative work environment and opportunities for growth, we believe in a healthy work/life balance. Our benefits program including PTO, health, vision and dental insurance; life insurance; ARE reimbursement; and an exceptional 401(k) plan, which includes employer matching and profit sharing contributions. **Signing bonus available, based on experience.**

We look forward to hearing from you!

Upload your resume, cover letter and portfolio [HERE](#)