



Construction Administrator

Description

Pendulum, a design firm with an emphasis on sports and hospitality, is seeking Construction Administration Specialists for our studio in Kansas City, MO.

Candidates should be willing to contribute to the design process with an emphasis on constructibility. We look for individuals who are multi-faceted, talented and passionate about their work, and willing be hands-on from start to finish on projects.

We are seeking Construction Administration Specialists with a strong and matured capability within the commercial construction industry interested in working with an award-winning firm. Position requires experience with an architectural design firm or with a general contractor or a construction management company engaged in similar project types as designed by Pendulum, such as Major League Ballparks, Major League Soccer Stadiums, corporate office, hospitality, and multi-family.

Office/work culture is important to us so we would love to know about your other life interests, hobbies, passions, and talents.

Key Responsibilities

- Manage construction administration services
- Collaborate with project teams to evaluate constructibility of project designs
- Manage project schedules and budgets
- Engage in onsite construction observation, communicating progress and concerns with client and project team
- Resolve construction conflicts with design team, contractor, and owner
- Facilitate changes in the Work with design team, contractor, and owner
- Verify the quality of the Work
- Communicate lessons learned with the design team

Required Skills and Abilities

- A command of construction administration services
- Minimum of 3 years of experience in large commercial project administration or management
- A working knowledge of liabilities, risks, and responsibilities
- Good judgment skills with the ability to make informed decisions
- A facility for working in software for construction monitoring, scheduling, and inspection

- Ability to think creatively and strategically
- Excellent oral and written communication skills
- A working knowledge of construction delivery methods

Additional

- Bachelor or Master Degree in Construction Management, Architecture, Architectural Engineering, or a related field
- Licensed as an engineer or architect to practice within the United States a plus
- Experience with Sustainable / LEED certified projects a plus

About Us

Pendulum is built on the foundation of “roll up your sleeves, get your hands dirty, learn by doing.” We are not a compartmentalized firm, there are no “designers” versus “architects”, versus “worker bees”, we all pitch in and get the job done. We are all designers, architects, construction administrators, mentors, etc. We learn from each other and are passionate about impacting the built environment in the most positive way possible.

Learn more about Pendulum at www.pendulumkc.com/about. To contact us about available positions please email careers@pendulumkc.com

Currently accepting applicants for placement in Kansas City, MO, and Greenbelt, MD.