



**Position:** Construction Administration/Project Manager

**Location:** Atlanta, Georgia

**Company Profile:**

Headquartered in Atlanta, THW Design is an 80+ person multi-discipline firm with Architectural, Interior Design and Land Planning studios. Seamlessly integrating these studios, the firm provides award winning, fully coordinated projects with design consistency. Primary commissions include Senior Living Resort Communities and Health Care throughout the US. The firm offers a team based, family oriented company culture, which rewards creativity and self-motivation.

**Full Time Position Scope & Responsibilities:**

We are seeking Architectural Construction Administrators, experienced in commercial projects, preferably hospitality / multi-family/ senior living and health care. Proven capability in all aspects of the construction administration process including submittal review, RFI research & responses, field visits & associated reports, and change request reviews. Making decisions and recommendations that are recognized as authoritative, and have an impact on a company's activities are required. Maintain communications and positive relationships with the client, consultants and other team members.

**Qualifications:**

Degree from an accredited professional degree program.

10+ or more years of progressively more responsible experience in a professional Architectural practice and more specifically in Construction Administration.

An Architectural license with NCARB certification being preferable.

Working ability in Revit a plus.