

## **GWWO Seeks Experienced Construction Administration Architect**

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GWWO Architects has an opening for a Construction Administration Architect with **5-10 years of experience** and strong building technology skills. Only qualified applicants based on the criteria below will be contacted.

### ESSENTIAL/REQUIRED:

- Thorough understanding of the construction process and contractual obligations for projects procured under Design-Bid-Build and Construction Management
- Experience with commercial/institutional construction types
- Thorough understanding of construction documents, including technical specifications
- Strong building technology and problem-solving skills
- Knowledgeable of building codes
- Large-scale project experience, especially projects valued at \$10M+
- Ability to work well within a team structure
- Excellent verbal and written communication skills
- Excellent time management and organizational skills
- Quality-minded, detail-oriented, and self-motivated
- Minimum of 2 years of experience in a staff leadership role
- Fluency with business office software (MS Word, Excel, etc.)
- Physical requirements: Visual review of documents, typing, traversing construction sites on foot

### STRONGLY PREFERRED:

- Bachelor or Masters degree in Architecture (preferred, but not required)
- Proficiency in Revit Architecture
- Proficiency in Newforma project management software
- Current architectural registration in the United States
- Experience with cultural and/or educational projects
- LEED experience during construction

Please send cover letter, resume, and portfolio to [careers@gwwoinc.com](mailto:careers@gwwoinc.com).

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

### **About GWWO:**

GWWO specializes in the design of cultural and educational facilities with emphasis on responsible design that is inspirational, evocative, and progressive. The firm employs 57 and is located in the historic Stieff Silver building in Baltimore's Hampden neighborhood. We have a very low staff turnover rate and have been named a Best Place to Work based on employee feedback in several recent publications.

Benefits currently offered by GWWO include a 401(k) plan, profit sharing plan, medical insurance, pre-tax medical and child-care reimbursement plans, paid professional organization memberships and professional development opportunities, in-house educational seminars, free parking, generous vacation and absence policy, and thirteen paid holidays (including a week off between Christmas and New Year's). GWWO is an equal opportunity employer.