



Opening

Our vision is simple. In our commitment to the Southeast, we create architecture that enriches community through a culture of design excellence and expertise, innovation and collaborative engagement.

What sets us apart is our unwavering commitment to creating spaces that enrich communities with lasting impact. Our projects are driven by a deep understanding of local culture, needs, and aspirations, resulting in designs that resonate with and enhance the communities they serve.

At LS3P, we don't just design buildings; we create iconic landmarks that define skylines, inspire people, and transform spaces. Join us in shaping the future of architecture and design in the Southeast!

Construction Administrator

We are currently seeking a [Construction Administrator](#) to join our **Jacksonville** office. You are passionate about design, construction and devoted to quality. You possess the organizational skills to prioritize tasks and handle multiple deadlines, a thorough knowledge of relevant codes, operations, processes and trends, a demonstrated ability to mentor and manage teams, and foster and nurture Client relationships. In this role, you will play a role in design processes, working closely with clients, project teams, and stakeholders to bring visionary architectural concepts to life. You will administer multiple Owner-Contractor Agreements concurrently and travel to project sites throughout the Carolinas.

A Day in the Life:

- Work side by side in a team environment with our Architects, Interior Designers, Urban Planners and Emerging Professionals during the design and construction phases.
- Contribute to other design and marketing efforts undertaken by the firm
- Discover your areas of interest and work with talented mentors
- Review and coordinate Construction Documents across all disciplines
- Support communication between project team, client, vendors, contractors, and consultants
- Play an integral part in overall client satisfaction, design quality and profitability of all projects undertaken that contribute to the firm's strategic priorities

Your Strengths as a **Construction Administrator**:

- Understanding of relevant codes such as state building codes, ANSI 117.1, BOMA
- Understanding of Owner-Architect, Owner-Contractor Agreements and AIA Documents, i.e., ASI, PR, CCD, CO, Pay App, Substantial Completion, etc.
- Understanding of sustainability principles
- Familiarity with construction industry project management software such as Newforma, Procore, BIM 360, and AIA Contract Documents is a plus
- REVIT proficiency a plus



- LEED accreditation or interest in achieving accreditation is preferred
- Understanding of procurement processes and delivery methods
- Ability to direct and motivate work efforts of others and handle project challenges
- Capability to self-manage project assignments from start to finish with oversight
- Experience with incorporating research and field experience in design process
- Possess excellent verbal and written communication skills

What You Bring To The Table:

- Bachelor's Degree or Master's Degree in Architecture from a NAAB-accredited university preferred
- Registered Architect or ability to become Registered Architect is a plus
- 5+ years of experience in construction phase services is preferred

Work Environment and Physical Demands

Work is performed in a standard office setting and on construction sites.

This position requires sufficient physical ability, with or without reasonable accommodation, to perform work in an office setting; which includes, extensive employee contact, frequent interruptions, the ability to stand or sit for prolonged periods of time, to occasionally stoop, bend, kneel, crouch, reach, and twist, to lift, carry, push, and/or pull light to moderate amounts of weight, to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard, to verbally communicate to exchange information, to travel to other locations using various modes of private and commercial transportation, to verbally communicate to exchange information with or without accommodation, to see in the normal visual range with or without correction, and can hear in the normal audio range with or without correction.

A cover letter and resume are required.

Closing

Life at LS3P

Together, we are building the skylines of the Southeast.

Our values articulate our beliefs and ground us in a common culture. They are the core of our practice, and reflect the “who” of our community.

- *EXCELLENCE* is a beginning point
- *INTEGRITY* is at the core of our decision making and actions
- *EMPOWERMENT* with accountability makes better decisions
- *COLLABORATION* leverages the best in everyone
- *BALANCE* gives us fuel to do our best
- *STEWARDSHIP* ensures a future
- *CARING* for each other is what holds us together



We are made up of twelve offices that celebrate their own unique traditions, but we embrace a “one firm” attitude that unifies us.

LS3P’s Commitment To You:

- Ongoing engagement with fantastic design team members
- To develop new skills and contribute to world-class projects
- Participate in meaningful collaboration
- A competitive compensation and benefits package
- Professional development allowance to toward educational opportunities
- Leadership development and mentoring across sectors, markets, offices and the firm
- Participation in community service and outreach occasions supporting local and national organizations
- Flexibility and balance in your schedule

LS3P recognizes the value of diversity and inclusion in our workplace. We are committed to equal opportunity and believe that inclusivity benefits us all. We actively seek and consider all qualified employment applications without regard to race, color, religion, gender, age, national origin, disability, sexual orientation, sexual preference, partnership status, gender identity, pregnancy, childbirth, or related medical conditions and protected veteran status, status of participation in the U.S. Armed Services, or any other status protected by federal, state or local law.