

# Architectural Contract Administrator - NY



## Description

The HBE Corporation is a fully integrated design-build organization headquartered in St. Louis, MO. We continue to be a major force in the highly fragmented engineering, architectural, and construction industries. HBE has been selected by *Forbes* magazine as one of the top privately held companies within the U.S. and currently ranks among *Engineering News Record's* list of top design-build firms. Our unique single-source, design-build format allows employees to be exposed to every aspect of design, engineering, and construction within one organization.

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We are currently looking for a design architect, preferably registered in the state of New York, to be responsible for managing our design office. Candidates will be responsible for the preparation of construction documents and the administration of the contract during construction. Also, the candidate will be responsible for reviewing design development drawings, coordinating the project requirements with designers and project development managers, and administering codes applicable to the projects. Additional responsibilities include monitoring the cost of architectural and engineering design services on the project. Must have field experience and process owner changes. Knowledge in Auto Cad helpful. HBE Corporation is willing to pay top dollar for the right candidate for this position.

## Requirements

### Job Qualifications

- Candidates must have 10-15 years of experience.
- Bachelor's degree and construction administration experience is required.
- Must be an effective administrator and be able to handle multiple projects in various stages of preparation and construction.
- Previous hospital experience is a definite plus.

For immediate and confidential consideration, please send your resume to:

Director of Personnel  
HBE Corporation  
11330 Olive Blvd.  
St. Louis, MO 63141  
Email: [resumes@hbecorp.com](mailto:resumes@hbecorp.com)  
Fax: 314-567-0573

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