

SAFDIE RABINES ARCHITECTS

<https://www.safdierabines.com/jobs/specification-writer/>

Specification Writer

Description

Safdie Rabines Architects, a mid-sized multi-disciplined firm in San Diego, CA is seeking a qualified candidate for a Specification Writer. Extensive experience in architectural specification writing, Quality Assurance and Quality Control (QAQC), comprehensive construction documentation, and strong time management skills are essential.

We offer a competitive salary and benefits in a collaborative work environment.

Job Type:

- Full-time

Salary:

- \$120,000.00 – \$150,000

Qualifications

Qualifications:

- Professional Degree in Architecture, Engineering, and/or Construction Management from an accredited university architecture program.
- Certified Construction Specifier (CCS) certification is preferred.
- Experience with SpecLink Software is preferred.
- Licensure or anticipated licensure and LEED accreditation is preferred but not required.
- Excellent writing, proofreading, and editing skills
- Self-motivated, with the ability to manage scheduling and multiple tasks simultaneously
- Ability to meet deadlines, mentor others and be a team leader.
- Proficiency in Microsoft Office Suite (Word, MS Project, Excel, Outlook, PowerPoint)
- Prepares technical documents for a wide range of highly complex building project types (multi-family, commercial, mixed use, etc.)

Experience level:

- 10 – 15 years

Job Benefits

Benefits:

- Health insurance
- Paid time off

Hiring organization

Safdie Rabines Architects

Employment Type

Full-time

Job Location

925 Fort Stockton Dr, 92103, San Diego, CA, California, United States

Working Hours

Full-time

Base Salary

\$ 120,000 - \$ 150,000

Date posted

November 19, 2024

