SAFDIE RABINES ARCHITECTS

https://saf2026.mdigi.uk/jobs/specification-writer/

Specification Writer

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

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