

**Company: BKV Group**

**Location: Chicago, IL**

**Job Title: CA Coordinator**

**Reports to: Senior Construction Administrator / Partner**

---

**Description:**

BKV Group seeks a talented CA Coordinator with 1-3 years related experience to join our Chicago, IL practice site.

- Organizes and schedules weekly CA staff meetings; records minutes and provides agenda to all attendees.
- Updates CA discipline project staffing schedule in Ajera and in Excel.
- Reviews incoming submittals and shop drawings and provided notes for the CA project lead.
- Maintains weekly tracking update of all shop drawings for projects in CA Phase. Monitors timely returns of shop drawings.
- Logs shop drawing receipts, RFI's and Change Orders on BKV standard electronic project tracking software.
- Receives shop drawings and RFI's from the general contractor through the file sharing software for review and distribution to applicable design discipline.
- Sends approved shop drawings to the CA project lead and uploads approved shop drawings onto file sharing software.
- Processes RFI responses to General Contractor and logs on electronic project tracking software.
- Prepares transmittals for internal physical sample review by other design disciplines.
- Assists Construction Administrator project lead in the preparation and review of project Change Orders. Also assists lead with managing of all project related and Construction Administration electronic project folders.
- Attends site visit/walkthrough and closeout meetings with the CA project lead, whenever possible.
- Processes and sends out general project correspondence, reports (i.e. Field Reports, etc.), weekly emails.
- Assists with the organization and scheduling of intern site visits. Coordinate with Architecture Interns and CA staff.
- Creates and schedules CA "Insights" monthly seminars with CA team.

**Qualifications:**

- Must have an Administrative Program Certificate, Associates Degree in related field, or the equivalent education and experience.
- Must be proficient in Microsoft Office Suite, Submittal Exchange and Bluebeam
- Ability to define problems, collect data, establish facts, and provide valid conclusions. Must have the ability to write reports and project correspondence. Must possess excellent organizational and time management skills.
- Must have the ability to effectively present information and respond to questions from managers, clients, and the general public.
- Must be fluent in reading, writing, and speaking the English language.

With excellent benefits, competitive salaries and constant opportunities for growth, BKV Group gives you the tools to achieve your goals. If you have an interest in working with a diverse group of talented architects and designers, creating exciting environments, enjoy collaboration and challenges, we'd like to talk with you. Please submit your resume. Please indicate your desired position and location.

EOE