

Architectural Specifications Writer

INSPEC – Construction Administration and Specifications is an architectural consulting firm specializing in producing written construction specifications. Our firm's 30+ year track record has yielded a robust client base and project experience covering the vast majority of project types. Our commitment to service and attention to detail has earned the trust and repeat business of clients nationwide and project experience spanning the globe. We are in search of positive, knowledgeable people to join our firm and help us continue to serve our clients with integrity and expertise.

Qualifications

Required:

- Minimum of 5 years' experience working full-time in architectural production.
- Diverse knowledge of architectural materials and products, including characteristics and applications.
- Ability to work directly with architect clients with minimal supervision.
- Strong verbal and written communications skills.
- Familiarity working with Microsoft Office.

Preferred:

- College degree in architecture.
- Architectural license.
- Experience producing architectural specifications.
- Architectural construction administration experience.
- Proficiency in e-SPECS specifications editing software.
- Membership in CSI.
- Certified Construction Specifier.

Responsibilities

- Work closely with architect clients to produce written specifications throughout various project phases.
- Take ownership of specifications production for several concurrent projects with different clients.
- Act in an advisory capacity as a technical resource to outside clients.
- Stay informed of current developments relevant to the industry, including building codes, product innovations, and sustainability guidelines, and general industry trends.
- Collaborate within the office to both learn and educate, as well as assist other specifiers with their projects when needed.

Benefits

- Compensation commensurate with experience.
- Employee health insurance, vacation, 401(k).
- CSI (Construction Specifications Institute and SCIP (Specifications Consultants in Independent Practice) membership dues paid.
- Friendly, collaborative office environment providing unlimited opportunities to learn and grow.

Send correspondence to:
HR@inspeconline.com