



be a difference maker...

Quality Assurance Coordinator

RGA is looking for a Quality Assurance Coordinator to join the team, who can support our QA/QC program and help the firm maintain its ability to deliver high-quality projects.

The QA Coordinator is responsible for ensuring firm-wide quality. Responsibilities include supporting our comprehensive, multi-phased program that directly affects every project in the office. Working closely with Studio Leaders and the management team, the Coordinator will organize, coordinate, and implement all aspects of the program.

Responsibilities

- Review project plans at various levels of development for code compliance, completeness, and consultant coordination
- Maintain and update firm standards
- Maintain and update Master Specifications
- Coordinate code updates, interpretations and policies, as issued by the Division of the State Architect (DSA)
- Provide regular training to staff on technical issues
- Mentor staff at all levels to improve consistency and completeness
- Engage with and participate in appropriate professional organizations and associations, such as CSI, AIA, and others.

Requirements

- Strong interest in and dedication to supporting the delivery of high-quality work
- Self-motivated with ability to interface and communicate well with staff
- Leadership and organizational skills
- Degree in Architecture preferred
- 12+ years' architectural experience desired
- CA architectural license desired
- Experience in similar position with architectural firm
- Experience with Revit, Bluebeam and Microsoft Office Suite

Contact

Email resumes to resumes@rainforthgrau.com or contact **Christine Airozo** 916.368.7990

