



**Job Title:** Construction Administrator

**Location:** North Loop Green; Minneapolis, MN

**Company:** ESG Architecture & Design

**About Us:**

ESG Architecture & Design is a premier architecture and interior design firm known for our innovative, creative design solutions. We specialize in projects for development clients across the country, focusing on the multi-housing, workplace, and hospitality sectors. Our team is dedicated to excellence in design and creating environments that foster creativity and collaboration.

**Role Overview:**

The Construction Administrator will perform administration services for hospitality, residential, mid-rise, high-rise, mixed-use, luxury, senior, affordable, and student housing projects in markets across the country. CA team members support and guide the ESG Architecture and Interior Design teams throughout the entire project construction duration.

**Primary Responsibilities:**

- Review contractor/project submittals
- Review and respond to contractor RFIs (Request for Information)
- Perform construction project site observations on a bi-weekly or monthly basis
- Produce monthly field reports that document observations
- Consult with and report on construction related issues with the ESG project team and consultants
- Review and certify project contractor change orders and monthly pay application requests
- Oversee project punch list and final project closeout and turnover
- Attend scheduled OAC, site, preinstall and mock-up review meetings
- Maintain knowledge of current building codes and construction practices
- Foster cooperative working relationships with clients and contractors
- Travel to visit projects and construction sites

**Qualifications:**

- Associates or Bachelor of Science degree in construction management or related field
- 2-4 years of construction administration or in the field construction experience
- Experience with multifamily, senior housing, student housing, commercial and hospitality projects
- Experience using Submittal Exchange, Procore or similar internet-based submittal service
- Experience with Type I, III, and V construction types
- Excellent interpersonal and time management skills
- Clear and concise written and verbal communication

- Ability to work independently and work collaboratively in a team environment
- Positive, cooperative attitude and driven to succeed

**Annual Salary:** \$60,000 – \$70,000, depending on experience level and skill set

If you meet the minimum qualifications listed above, we encourage you to apply with your cover letter, resume and project samples. Submit your information to **[resumes@esgarch.com](mailto:resumes@esgarch.com)**.