esG

Job Classification: Construction Administrator Level I
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 Level I will perform administration services for residential, mid-rise, high-rise, mixed-use, luxury, senior, affordable, student housing, workplace and hospitality 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 and organize contractor RFIs (request for information) and submittals for projects
- Support construction project site observations
- Assist with monthly field reports that document observations
- Attend scheduled OAC, site, preinstall and mock-up review meetings
- Maintain basic knowledge of current building codes and construction practices
- Assist with project substantial completion and final walks
- Maintain cooperative working relationships with clients and contractors
- Travel to visit project construction sites

Characteristics:
- Actively seeks resources, guidance or team support to drive results
- Values diverse perspectives and maintains an inclusive, cooperative work atmosphere
- Finds ways to overcome obstacles while maintaining a positive outlook
- Active listener who appreciates receiving and giving feedback
- Embodies and promotes the core ESG values of passion, creativity, integrity, collaboration, transparency and quality

Qualifications:
- Associates or Bachelor of Science degree in construction management or related field
- 0 to 5 years of construction administration or in the field construction experience
- Experience with residential and commercial construction
- Experience using Submittal Exchange, Procore or similar internet-based submittal service
- Excellent interpersonal and time management skills
- Clear and concise written and verbal communication
- Ability to work independently or collaboratively in a team environment