



## Construction Administrator

Location: Springfield, IL

Salary: \$51,000 – \$66,000

### Overview

At O'Shea Builders, **our passion** for building **comes from within**. Whether it's constructing spaces perfectly suited for healing, teaching, or serving customers, we are driven to help our clients thrive. But that only happens because we are committed first to building an extraordinary team of talented people. **Working at O'Shea** means that you are part of a highly skilled team that is deeply committed to professional excellence, client service, and a whole lot of fun. If you are driven to create exceptional construction experiences, we have a fantastic opportunity for you that includes **challenging work** in a **great environment**.

We are seeking a well-organized, friendly, and **motivated Construction Administrator** to join our Springfield team. You will provide essential support to multiple project management teams on multiple projects and handle essential administrative activities.

### What You'll Do

- Guardian of the construction administrative processes and procedures of **"The O'Shea Way."**
- Assist with the review of processes and procedures, as well as chair initiatives as agreed by the administration group. Participate in project administration meetings, staff meetings, and project management meetings as required.
- **Coordinate** project set-up and collaboration, for internal team and external stakeholders within CMIC.
- May attend preconstruction meetings and internal project handoffs from preconstruction to operations.
- **Prepare**, distribute, and file all project documentation including but not limited to requests for information, shop drawings, submittals, letters, change orders, requests for pricing and meeting minutes in accordance with the policies and procedures of "The O'Shea Way" to ensure a complete project record is accumulated.
- **Distribute** request for information log, submittal log, and change order log to project management team weekly or as agreed upon per project. Generate and issue subcontracts, purchase orders, and master subcontractor agreements (MSAs).
- Request and **collect** project close-out documentation, assembling operation, maintenance, and warranty information.
- Copy, distribute, and **file** project drawings, maintain and organize plans in CMIC.
- Coordinate approval of trade partners' certificates of insurance, schedule of values, subcontracts, etc...

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### **What We're Looking for in You**

- Strong organizational skills and attention to detail.
- Ability to maintain process control and hold others accountable to processes.
- Excellent oral and written communication skills.
- Strong keyboarding, proofreading, and editing skills.
- Ability to prioritize and handle pressure in a fast-paced environment.
- Ability to always maintain flexibility and a positive attitude.
- Proficient with Microsoft Office, including Word, Excel, PowerPoint, Outlook, Adobe.
- Familiar with: CMIC, DocuSign, eBuilder, Bluebeam, DocuNet, Smart Bid.
- Ability to get along with different personalities and be a fully contributing Team Player
- Comfortable using computer, copier, fax, postage, and UPS.
- Basic financial acumen with the ability to perform simple addition, subtraction, division, multiplication, and simple percentages.

### **Qualifications**

- High School Diploma or equivalent.
- Associate degree preferred.
- Minimum 5 years' administrative experience, construction experience preferred.
- Efficient with Microsoft Office (Word, Excel, PowerPoint), Windows, and Adobe.
- Must be fluent in English.

### **What You'll Get**

- **A Lively Culture:** Access to our well-equipped fitness center and on-site personal trainer, the annual O'Shea Team Appreciation party and more.
- **Casual Dress:** Every day is "Casual Friday."
- **Encouraging Environment:** You'll grow and learn in a supportive atmosphere.
- **Competitive Wage:** We attract the best and we pay them well.
- **Convenience:** This position is located on the west side of Springfield, IL with easy access to shopping, the Sangamon Valley Bike Trail, and Interstates.

**Interested?** Contact Shynisha Evans, Employee Development Coordinator at [careers@osheabuilders.com](mailto:careers@osheabuilders.com) or visit our website at [www.osheabuilders.com](http://www.osheabuilders.com).

*\*\*\*O'Shea Builders is an equal opportunity employer.*

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