



Position: Construction Contract Administrator
Multiple concurrent projects range in size from \$1m to \$30m
Salary: DOE

Experience: 8 years min construction field experience, architectural and/or construction background

Responsibilities:

- Observe construction and create report
- Review RFIs, coordinate responses with design team
- Review submittals in conjunction with design team
- Coordinate engineering consultant's construction administration services
- Coordinate construction document revisions in conjunction with design team
- Coordinate bidding phase in conjunction with design team
- Resolve construction issues in conjunction with design team
- Review close out submittals
- Review contractor's as-built drawings
- Review change orders
- Review contractor's pay applications
- Review contractor's CPM schedules
- Conduct construction progress meetings and update meeting minutes
- Organize and maintain construction phase files

Administrative assistance is available

Please send resume's to cberry@ethosthree.com

No Phone Calls Please