

CONSTRUCTION ADMINISTRATOR

CSO is an award winning Architectural and Interior Design firm with a 58 year history of providing innovative and creative solutions to enhance and contribute to our clients' success. We are currently seeking a Construction Administrator to join our team.

Job Responsibilities:

- Act as liaison between our designers, contractors, and client representatives
- Prepare construction contract documents and review budgets
- Attend progress meetings and review shop drawings
- Respond to RFI's and prepare punch lists
- Overall project management at the construction phase
- Required to work in office and job site environments

Skills and Abilities:

- 4 year degree or verifiable equivalent experience
- 3+ years of experience in relevant construction project management
- Effective time management and conflict resolution abilities
- Ability to read, understand, and work from blueprints and specifications
- Attention to detail, organization skills, strong written and verbal communication and problem solving skills
- Experience in a customer focused, team-oriented environment

Salary range: Commensurate with experience and expertise

CSO is an equal opportunity employer that offers excellent benefits.

Apply using the online form on the Careers page of our website.