



# CONSTRUCTION ADMINISTRATOR

Richmond, Indiana

Since 1927, LWC has provided clients with responsive customer service and architectural, interior design and planning services of the highest quality.

**Come be a part of a winning team! LWC is seeking a Construction Administrator for our Richmond, Indiana location.**

Position requirements include 7+ years of construction administration experience on large commercial projects concentrating in architecture, engineering, or construction firm- serving public sector clientele.

The Construction Administrator (CA) provides the leadership for the construction phase services by serving as the point-of-contact for LWC Incorporated involving all interaction with Owners and Contractors during the construction phase. In this role, the CA has the final control and responsibility for timeliness and quality of all related construction phase administrative actions regardless of assistance provided by other employees or consultants.

Will be responsible for onsite visits to review compliance with contract documents and observe and report on work in progress. Responsible for chair and preparation of minutes for all construction progress meetings. Must possess working knowledge of applicable codes and standards; proven work history working with construction documents required; practical production experience producing design documents and construction documents as needed for implementation during the construction phase related to change directives. Ability to read and interpret construction documents and specifications a must. Knowledge in materials, methods and practices of construction industry is also required. Will respond to Contractor RFI's and perform submittal reviews and review Contractor applications for payment. Knowledge & experience in cost analysis and estimating is essential. Timely contract modification preparation and cost proposal review required. Will conduct substantial completion inspections and maintain up-to-date project records. Ability to develop/maintain good working relationships with all involved on a project (owners, architects, local officials, contractors, vendors) in order to help successfully complete projects within limits of budget and time is essential.

Qualified candidates must possess both strong oral and written communication skills and be confident in the office and on project sites. The selected candidate will be highly organized with strict attention-to-detail, possess excellent analytical skills, with ability to problem solve and troubleshoot under pressure, meanwhile maintaining a positive can-do attitude. Candidates must be proficient with Microsoft Office Suite and ProLog.

Position requires site travel; anticipated overnight travel is minimal. Must possess and maintain a valid, unrestricted driver's license and driving record, as deemed suitable by LWC's insurance carrier.

LWC offers exciting work, competitive compensation, and an attractive benefits and incentives package.

Package Includes:

- Medical, dental, vision, life, and disability insurance
- Paid time off, bereavement and holiday pay
- 401(k) plan
- Various other recognition programs throughout the year

*LWC Incorporated is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability or veteran status. We maintain a drug-free workplace.*

**For consideration, please email your resume and salary requirements to Human Resources at [akemp@lwcinspires.com](mailto:akemp@lwcinspires.com)**