

# SMITHGROUP

SmithGroup is an award-winning, multinational integrated design firm with a team of 1,300 experts across 19 offices in the U.S. and China. We employ research, data, advanced technologies and design thinking to help clients solve their greatest challenges. Our specialists develop beautiful, sustainable, future-focused solutions for healthcare providers, science and technology organizations, higher education and cultural institutions, urban environments, diverse workplaces, mixed-use and waterfront developments, and parks and open spaces. We are deeply committed to our promise to Design a Better Future - for our clients, communities and employees. Are you ready to help us get there?

We are looking for a Construction Administrator to join our team for a multi-building project currently scheduled for construction beginning late 2023 through early 2028 full time on-site in the Midland, MI area.

Working with us, you will:

- Provide construction administration support on projects in collaboration with project leadership
- Through on-site observation, the CA keeps the owner informed as to the progress and quality of the construction work, and determines that the work is being performed in a manner consistent with the contract documents
- Communicate with all project participants, internal staff, consultants, clients, owners, contractors and jurisdictions in an effective and collaborative manner
- Establish a schedule and perform periodic visits to the project sites to review the progress and quality of the work and its compliance with the contract documents and provide written site reports for the project team
- Represent the firm in meetings during the construction phase and maintain an appropriate level of visibility with the owner and contractor
- Oversee the shop drawing and RFI processes, providing review and responses in coordination with appropriate project engineers on the project
- Requires frequent travel to project jobsites, as required, dependent on project construction schedules

An ideal candidate has:

- A bachelor's degree in an Architectural, Engineering, or Construction Management related Curriculum preferred
- Minimum 10 years of progressive professional experience in a construction supervision leadership role on medium to large-scale projects of varying types and complexity. Experience on Science & Tech/lab and/or healthcare facility related construction projects is a plus
- Excellent organizational and communication skills are essential
- Must be comfortable working with deadlines, an independent worker, and possess the ability to manage time and priorities effectively
- Requires frequent travel to project jobsites, as required, dependent on project construction schedule
- Demonstrated effectiveness in working in a multi-disciplinary team setting, collaborating, mentoring and client satisfaction
- Proficiency in the Microsoft Office Suite, and Adobe Creative Cloud Suite. Experience using Deltek Vision for financial management, reporting and resource planning preferred

SmithGroup offers competitive compensation and an excellent benefit package, including 401(k) and wellbeing resources. We promote a healthy work/life balance for our staff which includes an alternative work schedule that provides employees with an additional 15 days off per year (usually Fridays), as well as hybrid options that give our team flexibility to work within our vibrant office culture or remotely, as

needed. We also offer paid time off that is immediately available to new hires, 8 paid federal holidays, and parental leave benefits.