**Construction Administration Positions (10-20 Years’ Experience)**

Are you a seasoned professional who loves construction and shaping transformative environments—both historic and contemporary—through construction administration? Join our team and play a central role in guiding projects through construction. We are currently seeking multiple Construction Administration (CA) professionals with 10-20 years of experience to oversee a range of innovative projects.

**About the Opportunities:**

* **Adaptive Reuse of a Historic Landmark:** Contribute to the meticulous transformation of a Gilded Age mansion into a boutique spa hotel, preserving its architectural grandeur while introducing modern comforts and amenities.
* **Urban Multifamily Development:** Be part of a team rejuvenating a key neighborhood node through a dynamic, community focused project that will bring vitality and energy to the neighborhood for one of our best repeat clients.
* **Major Infrastructure Initiative:** Help advance a high-profile airport project, ensuring that critical operational needs are met while maintaining design integrity, seamless user experience, and managing multiple stakeholders and consultants.

**Who We’re Looking For:**

Ideal candidates are highly organized, proactive communicators with a keen eye for detail. You excel at working closely with clients, contractors, and consultants, and you thrive on the challenge of guiding complex projects to successful outcomes. Your experience might lean toward historic preservation, urban residential developments, large-scale infrastructure, or a combination of all three. Most importantly, you bring a passion for working hands-on in the field and a commitment to delivering exceptional architectural quality.

**Key Responsibilities:**

* Collaborate with design teams, contractors, and consultants to ensure the integrity of design intent throughout all phases of construction.
* Proactively identify and resolve construction challenges while maintaining schedule, budget, and quality standards.
* Offer seasoned judgment to anticipate and mitigate potential issues before they impact project goals.
* Manage and facilitate client and consultant meetings.
* Communicate clearly and effectively with internal and external stakeholders.
* Review, coordinate, track submittals, RFIs, and change orders with an emphasis on timeliness and accuracy. Prepare punch lists and other documents as needed along with progress updates to Principal-in-Charge.
* Embrace continual improvement by mentoring design teams across the office.

**Qualifications:**

* 10-20 years of relevant CA experience in architecture, construction, or related fields.
* Demonstrated expertise in working on multifamily, adaptive reuse and/or infrastructure projects.
* Strong technical acumen, understanding of building codes, organizational skills, and attention to detail.
* Proven ability to collaborate with cross-disciplinary teams and navigate challenging site conditions.
* Professional degree in Architecture or related field; licensure preferred.
* Fluency in Revit, Bluebeam, Procore, Newforma, Adobe Creative Suite, Microsoft Office Suite.
* Highly organized with ability to shift priorities when needed and remain focused.

**Why Join Us?**

Our firm fosters an environment of growth, innovation, and shared success. By joining our team, you will gain the opportunity to:

* Work on a diverse portfolio of landmark projects.
* Collaborate with a dedicated, forward-thinking team committed to excellence and integrity in the built environment.
* Contribute meaningfully to the social fabric of the communities we serve.

If you are excited by the prospect of making a lasting impact through construction administration, we invite you to apply and help us shape extraordinary spaces, one project at a time.

**Ready to apply?** Complete our online application and submit your resume, cover letter, and portfolio (<10mb.) We offer competitive salary, comprehensive benefits, and professional development compensation.

Arrowstreet is an Equal Employment Opportunity (EEO) employer. All qualified applicants will

receive consideration for employment without regard to race, color, religion, sex, national

origin, disability status, protected veteran status, gender identity, or any other characteristic

protected by law.