



### Position Summary

Arrowstreet is seeking a Senior Construction Administrator to join our team. Construction administration is the pivotal transition from design to construction. This position plays a critical role in ensuring the quality of our design and design intent are maintained during the construction phase and provides an opportunity to mentor junior team members. If you are passionate about the building process and have a technical eye for design, then this may be the opportunity you are looking for.

### Responsibilities

- Coordinate the building of projects from pre-construction to final completion; projects span across multiple sectors, scales and complexity
- Manage and facilitate client and consultant meetings
- Oversee project budget and schedule
- Liaison between design team, client, contractors, and consultants
- Address and resolve construction issues or concerns and provide continuity between all parties
- Conduct regular site visits and inspections and identify issues
- Review of shop drawings, submittals, and RFI's and provide a timely response and resolution
- Oversee and mentor junior team members
- Provide regular progress updates to assigned Partner or Principal
- Prepare punch lists and other documents as needed

### Qualifications

- Bachelor of Architecture
- Registered Architect (MA preferred)
- 20+ years of working in an Architectural firm with a concentration in construction administration and through knowledge of construction documents
- Project experience includes multifamily, mixed-use, urban design, life science, hospitality, retail, and k-12/academics
- Strong technical aptitude and in-depth knowledge of building codes
- Ability to work with varying degrees of project types, scales, and budgets.
- Excellent communication and people management skills
- Highly organized with ability to shift priorities when needed and remain focused
- Fluent in Revit, AutoCAD, Bluebeam, Procore, New Forma, Adobe Creative Suite, Microsoft Office Suite



**Why Arrowstreet?** We are a passionate and diverse group of Architects and designers, who care about the quality of our work, and are design forward. We understand the impact we can have on communities and the world around us. We seek opportunities to challenge each other through design discussions, technology, charettes, and pinup sessions. We take time to get to know one another through social and volunteer activities, day-to-day interactions (In person and virtual), impromptu conversations at desks, or simply grabbing a cup of coffee. Based in Boston, our projects span a wide range of sectors, including mixed-use, multifamily, hospitality, transportation, retail, workplace, life science, academic and experience design. We encourage you to visit our website at [www.arrowstreet.com](http://www.arrowstreet.com) to view our projects.

**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. <https://www.arrowstreet.com/about/careers/>

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.