

Construction Administrator Job Description

- Carrying out on-site inspection of construction progress
- Examining and adequately understands project specifications and architectural documents
- Reviewing and evaluating all projects while also ensuring strict compliance with budgets
- Working on construction sites and coordinating and/or managing construction projects while also ensuring that legal regulations are strictly adhered to
- Working cooperatively with other departments and ensuring compliance to all timeframe
- Assisting other contractors with the evaluation of all contract documents and preparing reports for any deficiencies in the project
- Complying strictly with safety requirements by ensuring strict adherence to construction and safety regulations
- Documenting all construction activities and evaluating the progress of construction projects.