

Construction Site Agent Job Description

- Making sure that the commercial performance of the contract is maximized
- Helping to coordinate and write site reports, drawings, and other necessary documents
- Working collaboratively with architects to identify and determine areas for utility hookups
- Setting and enforcing standards for each job site and ensuring that contractors and crews follow proper safety guidelines
- Ensuring that construction projects remain profitable by overseeing budgets throughout the construction process
- Accompanying clients during site visits and answering questions about the construction project's overall progress and changes; working closely and consulting with clients all through the project lifecycle
- Ensuring that projects are delivered to specified quality without defects
- Staying up-to-date with the latest development and trends in the construction industry.